THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14911634**	IN-HOUSE		DATE POSTED:	**03/21/16**
POSITION NO:	**942118**			CLOSING DATE:	**04/01/16**
POSITION TITLE:	**Corrections Sergeant**				
DEPARTMENT NAME / WORKSITE:	**NDPS / Department of Corrections- Adults / Kayenta, Arizona**				
WORK DAYS:	**Split-Shift**	REGULAR FULL TIME:	☑	GRADE/STEP:	**AB63A**
WORK HOURS:	**Split-Shift**	PART TIME:	☐ NO. OF HRS./WK.:	$ **37,065.60**	PER ANNUM
		SEASONAL:	☐ DURATION :	$ **17.82**	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:
Performs the duties of a shift supervisor/Lead Correctional Officer ensuring and maintain order and protect life and property. Supervises assigned shift personnel including shift briefings, reviews shift and daily activity reports, trains new Corrections Officer(s), monitors inmate case management system activities and programs through approved case plans, referrals and documentations, conducts performance appraisals, submits daily, weekly and monthly reports and statistics. Interact by inmate guidance and crisis intervention including monitoring inmate programs. Conducts booking, classifications, and releases of inmates including inventory personal belongings, Monitors inmate visitation, conducts inmate transportations and patrols cells. Prepares and serves meals for inmates, dispenses and supervises intake of medication prescribe by medical and maintains fire safety procedures, drills and protocols. Maintains proficiency with weapons and other related defense and control equipment, attends in-service training and meetings. May be delegated ion the absence of the Corrections Lieutenant

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma or GED; and two (2) years or work experience as a correctional/detention officer.

Preferred Qualifications:
An Associate's degree in Criminal Justice, Psychology, Sociology or related field; Experience as a supervisor or lead Correctional/Detention Officer

Special Requirements:
A favorable background investigation; and no dishonorable military discharge; successful completion of drug screening, physical agility test and physical examination; Possess a BIA Basic Correction Officer Training Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate, a valid State Driver's License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of Federal, State and Navajo Nation laws, regulations and policies governing incarceration; Knowledge of the method, practices and procedures used in the care and custody of inmates; Knowledge of methods and techniques for maintaining control over inmates; Knowledge of the principles and practices of interpersonal communication, dynamics of human behavior, crisis intervention and inmate classification system; Knowledge of self-defense and use of weapons and related defense and control equipment. Knowledge of methods, techniques and practices of paraprofessional counseling for inmates; Knowledge of CPR and First Aid; Skill in analytical, objective observance of situations and quick decision making; Skill in maintaining composure under stressful or dangerous conditions; Skill in paraprofessional counseling and crisis intervention with inmates; Skill in developing and presenting training for new correctional officers, Skill in maintaining accurate records; Skill in establishing and maintaining effective working relationships; Ability to provide guidance, direction ad crisis intervention in a timely and productive manner; Ability to meet physical demands of corrections work; Ability to influence the attitudes and motivation of offenders towards socially acceptable behavior and in adapting to the correctional/detention environment.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.