

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14910071

DATE POSTED: 05/04/15

POSITION NO: 944373

CLOSING DATE: 05/15/15

POSITION TITLE: Corrections Sergeant

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Department of Corrections / Tuba City, AZ

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:

Serves as shift supervisor and lead correctional officer; conducts shift briefings; reviews shift and daily activity reports; trains new correctional officers; monitors inmate case management system activities through approval of case plans, referral and documentation; conducts performance appraisals for assigned staff; generates reports and memorandums. Conducts annual performance appraisals for assigned staff; interacts with inmates to provide guidance and crisis intervention; participates in discussions and problem-solving processes; updates Correctional Lieutenant on a regular basis to assess effectiveness; Supervises inmate activities and work programs; keeps track of inmates through head counts, visitor logs and inmate-schedule activities; releases prisoners after inspecting release documents and verifying information. Receives and books inmate in correctional facility; classifies inmates according to sex, age, offense and assigns to housing areas; stores prisoner's personal belongings or property. Supervises and controls inmate's behavior, patrols cell, corridors and other areas within facility. Transports inmates to courts, medical facilities or correctional facilities, as required. Provides paraprofessional counseling or crises intervention to inmates to defuse a situation or assist in rehabilitative programs; refers inmate(s) to service providers, such as medical, mental health, substance abuse and related programs; refers inmates to special services needs such as emergency leave, education, medical or mental health needs; responds to emergency situations within the facility; handles and corrects immediate problems; maintains fire safety; participates in testing for safety and security; evacuates prisoners as needed; administers first aid as required; dispenses and supervises intake of medication as required by medical prescription. Maintains daily logs and activity reports as needed. Prepares incident and other required reports; Attends in-service trainings and meetings. May be delegated in the absence of the Corrections Lieutenant; may prepare and/or assist in the preparation of meals for inmates.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of work experience as a correctional/detention officer.

Preferred Qualifications:

- An Associate's degree in Criminal Justice, Psychology, Sociology or related filed.
- 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 Corrections 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; of the method, practices and procedures used in the care and custody of inmates; of methods and techniques for maintaining control over inmates; and of CPR and First Aid. Knowledge of self-defense and use of weapons and related defense and control equipment. Skill in maintaining composure under stressful or dangerous conditions; in maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions; and to remain alert at all times and to react quickly in an emergency situation. Skill in maintaining accurate records. Skill in establishing and maintaining effective working relationships. Ability to provide guidance, direction and crisis intervention in a timely and productive manner. Ability to meet physical demands or corrections work.

<<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.