

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS1493788

Date Posted: 07/05/11

POSITION NO: 241603

Closing Date: OUF

CLASS CODE: 2275

POSITION TITLE: CORRECTIONAL SUPERVISOR

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R63A

Days: Split-Shift

Permanent:

SALARY: \_\_\_\_\_

Hours: Split-Shift

Temporary:

Duration: \_\_\_\_\_ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Supervises and monitors the work of correctional officers, prepares duty and shift assignments and performs inspections of correctional officers; prepares, updates and maintains training plan for correctional officers; conducts briefing of staff; resolves technical or work procedure problems and questions presented by staff; assists staff with conflict resolution and mediation; observes staff interaction with inmates; confers with superior to present and resolves difficult problems or questions, discuss plans and actions to be taken and making decisions; inspects and requests maintenance on facilities; maintains supplies, linens, uniforms and other materials as needed. Monitors and participates in booking, intake, classification, visitation, and releasing procedures; oversees maintenance and updating of inmate's files and records; assures resident safety and security in accordance with established policies and procedures; provides paraprofessional counseling or crisis intervention to inmates and staff to defuse a situation or assist in the coordination and collaboration of rehabilitative programs; monitors community and group sessions; interprets rules and procedures of facilities to inmates; participates in discussions to update plans, policies and procedures. Receives and provides information concerning inmates; prepares and submit activity and/or required reports; attends meeting, in-service training and court hearings; supervises fire drills, shake downs, searches and lock downs; develops, implements and maintains disorder mangement and prevention plans, crisis intervention, suicide intervention and central control unit; may transport inmates to courts, prosecutors, hospital, educational facilities and other correctional facilities and entitles as necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associates degree in Criminal Justice, Psychology, Sociology or a closely related; and

**Experience:**

three (3) years experience as a correctional/detention officer, one (1) year of which must have been in a supervisory or lead capacity; or equivalency combination of education, training and experience which provides the capabilities to perform the described duties. *(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration. Knowledge of supervisory principles and practices, leadership and training. Knowledge of methods and techniques of self-defense and use of weapons and related defense/control equipment and language used by inmates. Knowledge of methods, techniques and practices of paraprofessional counseling for inmates. Skill in interpreting federal, state and Navajo Nation laws, regulations, polices and procedures governing incarceration. Skill in maintaining composure under stressful or dangerous conditions. Skill in providing paraprofessional counseling and crisis intervention with inmates. Skill in providing training for staff in the proper methods of security, use of force, paraprofessional counseling and crisis intervention and basic first aid measures. Skill in establishing and maintaining effective working relationships. Skill in vebal and written communication.

**License/Certification Requirements:**

Must possess a BIA Basic Corrections Officer Training Certificate, a General Instructor's Certificate, a Cardiopulmonary Resuscitation (CPR) Certification, a First Aid Certificate and a Valid state driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorabel military discharge. Within 90 days employment must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Within one (1) year of employment must obtain Corrections Officer Supervisory Training Certification. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*