



# Job Posting

(Start Date to be Determined)

**JOB TITLE:** Shift Captain

**DEPARTMENT:** Jail

**STATUS:** Management/Non-Union

**DEPARTMENT #:** 213

**SALARY:** \$54,979.87

**GENERAL SUMMARY:** The incumbent of this classification supervises all custodial security staff on an assigned shift and performs other duties as required.

**SUPERVISION RECEIVED AND EXERCISED:** Reports to and receives direction from the Deputy Warden.

## **ESSENTIAL JOB FUNCTIONS:**

- Assigns correctional officers to respective posts.
- Assumes administrative and operational responsibilities of the correctional institution at certain hours of the day or night during the absence of superiors as directed.
- Makes periodic evaluation of subordinates under his/her supervision.
- Performs complex investigations of incidents and/or alleged policy or rule violations.
- Coordinates investigations with outside local, state and federal agencies as required.
- May be responsible for mail operations, visiting lists and/or areas.
- Monitors all security posts.
- Recommends inmate cell assignments and changes.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the organization, procedures and operation of the County Jail.
- Thorough knowledge of the legal standards and regulations governing the security and operation of a correctional institution.
- Knowledge of the principles and practices of supervision.
- Ability to assign and review the work of subordinate staff.
- Ability to react quickly and calmly in an emergency.
- Ability to express ideas effectively, both orally and in writing.

## **MINIMUM JOB REQUIREMENTS:**

- Graduation from high school or possession of a GED certificate.
- Three years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders.
- One year of experience in a supervisory capacity in a custodial security setting.
- An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the related non-supervisory experience.
- A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience.
- Must be twenty-one years of age.

**WORKING CONDITIONS:**

- Must be able to physically respond to an emergency situation.
- Must be able to assist in an evacuation or rescue.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt fights between inmates or intervene in a combative situation.
- Must possess the physical agility to secure an inmate with handcuffs and/or ankle chains, or other restraints.
- If necessary, must be able to engage in forced movement of inmates from one location to another.

**OTHER REQUIREMENTS:**

- Possession of a valid driver's license is required.
- Pass random drug test.
- Passed D.O.C. Officer Training Academy.
- Will be on call.

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*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*