

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE SERGEANT
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for performing a variety of administrative duties in support of the Detention Center and for supervising security operations related to inmates. Ensures that subordinate Detention Center staff operates in accordance with federal, state, and local laws and standards. Ensures the safety of all staff members, visitors, and inmates. Works under stressful, high-risk conditions. Reports to the Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for performing a variety of administrative duties in support of the Detention Center including entering information into and retrieving information from the computer, verifying forms, preparing commitments, checking personal history forms, assigning case numbers to reports and forms, etc. Conducts research relative to cases as required by lawyers, Sheriff's Department, released inmates, etc.

Serves as communications liaison between inmates and courts, family of inmates, visitors, lawyers, etc.

Ensures the proper processing of inmates including booking, screening, inventorying and storing personal items, assigning to cells, orientating, drug testing, and appropriate inmate classification.

Monitors activities within the facility. Handles emergency situations which arise.

Receives, reviews, processes, files and/or submits a variety of documents and reports including incident reports, shift reports, custody receipts, transportation log, disciplinary tickets, inspection forms, personnel records, warrants, releases, visitation cards, booking cards, detail sheets, property logs, medicine logs, shift schedules, invoices, hearing notices, requisitions, etc. Designs or redesigns forms as the need arises.

Monitors and maintains inmate cashless and canteen systems.

Operates and utilizes various types of equipment to complete daily responsibilities including vehicle, communication equipment, computer, adding machine, copier, restraining equipment, fingerprint board, firearms, etc.

ADDITIONAL JOB FUNCTIONS

Assists subordinate officers with duties as needed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in law enforcement and security with other training as required and PR-24 certification, basic jail certification, jail management, CPR certification, and standard first aid certification; and one to two years of on-the-job experience as a Detention Officer; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, adding machine, copier, two-way radio, cameras, firearms, various supplies, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or ten pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves seizing, holding, grasping, etc. Work involves walking or standing for brief periods of time. Must be able to lift and/or carry weights of one-hundred pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to assistants and inmates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare and complete various reports and forms such as various logs, medical forms, fingerprint cards, medical history forms, maintenance requests, shift reports, shift schedules, personnel reports, etc. using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to communicate with staff members, lawyers, court personnel, DSS and DYS personnel, medical personnel, families of inmates, and the general public with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete

variable. Requires the ability to apply principles of rational systems such as law enforcement, criminal justice, counseling, and personnel in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; figure percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office and law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of federal, state, and local laws which apply to the Detention facility. Has considerable knowledge of the Department's standard operating procedures. Has good supervisory skills, and is able to ensure that subordinates complete duties properly and within federal, state, and local guidelines and laws. Knows specific information and reports which must be obtained and completed during all phases of confinement. Knows policies and procedures to be followed during emergencies, e.g., escapes, fires, riots, etc., and appropriate contacts in the chain of command. Has considerable knowledge of the organization of the Jail. Has skill in manual methods of apprehension and self defense. Has skill in the use of communication equipment. Is able to maintain good working relationships with other personnel. Is able to handle stressful and sometimes life-threatening situations in a professional manner. Is able to communicate effectively with members of the public. Has the ability to perform any required mathematical calculations. Is able to operate a variety of types of office equipment as well as general and specific law enforcement equipment. Has good knowledge of basic first-aid and CPR. Knows how to perform inspections and prepare analyses, records, and reports concerning such inspections. Has the ability to use independent judgment in routine and non-routine situations which require full attention and possible corrective actions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is skilled in applying a responsible attention to detail as necessary in reviewing and preparing required reports. Has foresight as needed in the preparation and planning of short and long term activities and goals. Has sufficient knowledge of other county

divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Is able to react quickly and calmly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the

activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.