

CORRECTION MAJOR

DISTINGUISHED FEATURES OF THE CLASS:

This is an administrative and management position directing the daily operations of the Dutchess County Jail. Responsibilities include jail security, the training, assignment and supervision of correction personnel, the welfare and care of prisoners and the filing of all operations reports. In addition, this position assists in the preparation and approval of the annual jail operating budget and assesses facility operations regularly in terms of fiscal implications and progress. Work is performed under general direction with leeway allowed for the planning and execution of duties within prescribed policies and objectives. Direct and indirect supervision is exercised over a large force of subordinate correction officers and civilian staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assigns and supervises all subordinate correction officers;
2. Facilitates, directs, and participates in current staff training;
3. Within budgetary limitations, provides for and supervises the welfare and care of all prisoners including the proper legal, religious, medical, reform and educational attention, as well as personal necessities such as food, clothing and personal hygiene;
4. Makes periodic inspections of the jail proper, citing problems;
5. Meets with prisoners, guards and concerned outside organizations and/or persons to discuss problems and possible remedies of the jail;
6. Implements changes within established policy to correct problems and hazards of the jail;
7. Recommends policy changes when necessary;
8. Keeps records pertaining to the operation of the jail, including prisoner's time;
9. Completes various periodic non-financial operations reports for County departments and outside agencies;
10. Conceptualizes and develops jail programming initiatives;
11. Prepares and oversees grant writing as it pertains to program implementation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the current practices, principles and procedures of correction facility management to insure overall compliance of facility operations with all laws, statutes, and mandates designed for the purpose of facilitating organizational mission;

Knowledge of supervisory and training techniques and practices to meet demands of the New York State Commission of Correction, as well as those of other regulatory bodies;

Knowledge of jail programming initiatives designed for the purpose of reducing criminal recidivist behavior;

Skill in networking to develop new staff training and inmate programming initiatives;

Ability to prepare statistical reports;

Ability to schedule, assign and supervise the work of others;

Ability to communicate effectively with others;

Ability to make sound judgments;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

CORRECTION MAJOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a field related to criminology, police science, law, institutional management or criminal rehabilitation, **PLUS** three (3) years of full-time paid supervisory work experience in a correction facility;
- OR: (B) Seven (7) years of full-time paid work experience in a correction facility, three (3) years of which must have been in a supervisory capacity supervising guards or correction officers in the execution of their duties;
- OR: (C) Any combination of the above training and experience within the limits set by (A) and (B) above.

PS3104

ADOPTED: 07/03/99 (Asst. Correction Administrator)