**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**
**JOB DESCRIPTION**

POSITION TITLE: SERGEANT OF CORRECTIONAL OFFICERS

SALARY GROUP: B17

DEPARTMENT: Correctional Institutions Division



CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 12/14/2015

POSITION #: 033017

I. JOB SUMMARY

Performs routine supervisory work in the care and custody of offenders. Work involves assisting in performing in-service training of staff. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

A. Supervises, instructs, trains, and ensures the safety of assigned employees; and maintains care, custody, and adherence to rules and regulations by offenders assigned to specific work area.

B. Supervises and searches for contraband and provides security; counts, feeds, and supervises offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and performs security of various assigned areas involving long periods of sitting and standing, and climbing stairs, steps, and ladders to reach the assigned areas.

C. Supervises and provides custody and security of offenders including observing actions of offenders, squatting and bending to perform "pat" and “strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.

D. Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

E. Responds to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.

F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other staff; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; and supervises the preparation and maintenance of records, forms, and reports.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.

2. Two years full-time, wage-earning correctional custody or law enforcement experience.

B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.

2. Knowledge of correctional methods, techniques, practices, and procedures.

3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

4. Skill to interpret and apply rules, regulations, policies, and procedures.

5. Skill to communicate ideas and instructions clearly and concisely.

6. Skill to plan, organize, and assign the work of others.

7. Skill to prepare and maintain accurate records, files, and reports.

8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

9. Skill in the supervision of employees and offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.

B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.