

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 04/19/11

CORRECTION OFFICER - SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class supervises and performs correction officer duties in the Oneida County Correctional Facility and is responsible for the custody, security and general well-being of inmates confined in the Oneida County Sheriff's Office (Correction Division). The incumbent works under the general supervision of a Correction Officer-Lieutenant or Correction Officer-Captain. Supervision is exercised over a number of correction officers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns correction officers to posts of duty and enforces proper performance of duties according to department policies and procedures;
Assists in overseeing security procedures;
Makes rounds through correction facility areas inspecting sanitary conditions, checking for potential fire and accident hazards and advising correction officers on duty of such observations;
Takes security precautions to prevent disturbances and escapes;
Prepares daily reports of inmate counts and activities;
Reviews reports from correction officers;
Oversees inmate programs;
Escorts prisoners and oversees meals within the facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge and understanding of methods and techniques used in enforcing institutional discipline; good knowledge of regulations, practices, policies and procedures employed in a modern penal institution; ability to maintain routine personnel and inmate status reports; resourcefulness and good judgment in dealing with emergencies; ability to supervise the work of others; initiative; dependability.

MINIMUM QUALIFICATIONS: Thirty-six (36) months of experience as a full-time, permanent Correction Officer or equivalent rank and title in any Correctional Facility.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 1/15/76

Revised: 5/81, 8/8/83, 12/13/91, 5/8/95, 9/27/96, 7/23/04, 09/01/04, 07/26/10, 04/19/11

Title in Promotional Series: Correction Officer, Correction Officer-Sergeant, Correction Officer-Lieutenant, Correction Officer-Captain