



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL SERGEANT	39	D	13.311

JOB SUMMARY

Correctional Sergeants supervise and coordinate the day-to-day work of staff in the custody, discipline, and welfare of inmates in State correctional facilities.

JOB DUTIES

1. Duties at the Correctional Officer level, AND:
2. Conduct roll call at the beginning of each shift to verify attendance and assess staffing needs for security.
3. Authorize or recommend overtime based on requirements and personnel availability.
4. Resolve informal and formal grievances, provide information for higher-level responses, recommend disciplinary actions, and counsel employees in work-related activities.
5. Enforce policies and procedures regarding security matters.
6. Inspect, take appropriate action, and report on security, safety, and sanitation infractions.
7. Conduct routine and special counts of inmates following emergency procedures in the event of escapes.
8. Control, direct, and monitor inmate activity and movement to ensure security and safety.
9. Direct staff and participate in searches of inmates and assigned areas.
10. Prepare and review misconduct and unusual incident reports to determine disciplinary actions.
11. Investigate and gather information for corrective action.
12. Place inmates in administrative segregation pending further review.
13. Control situations such as escape, inmate disturbance, and criminal activity by initiating action and notifying designated officials.
14. May serve as incident commander in emergency situations in accordance with procedures in the Emergency Response Manual.
15. Plan, coordinate, and assign staff for institution/facility transportation and prioritize scheduled appointments.
16. Serve as a member of the classification and/or disciplinary committee.
17. Establish custody levels.
18. Serve as disciplinary hearing officer and determine disciplinary actions.
19. Supervise incoming and outgoing mail/packages for contraband through random inspection.
20. Investigate and respond to property claims and review inventory documents.
21. Supervise housing based on ethnic, racial, known enemy situations, medical constraints, and assignments.
22. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
23. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category III Peace Officer

from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Institutional regulations, rules, policies, and procedures; security concepts and practices; principles and tactics governing the use of force; corrections standards and practices; court decrees pertaining to condition of confinement in an institution/facility.
- Social and cultural lifestyle of various ethnic and cultural groups; institutional recordkeeping procedures; investigative techniques; principles and practices of supervision and training.

Skill in:

- Using firearms, restraints, and security devices.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Work with individuals of varied backgrounds; remain calm in stressful situations; manage aggressive behavior and conflict resolution; visually inspect areas for compliance with institutional regulations and rules; read, interpret, and follow applicable regulations, rules, policies, and procedures.
- Identify maintenance problems and/or safety hazards requiring maintenance crew attention.
- Prepare detailed technical and evaluative reports; identify and interpret unusual individual or group behaviors accurately; perform basic mathematical calculations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.