



**MASON COUNTY CIVIL SERVICE COMMISSION
POSITION DESCRIPTION**

Title: Corrections Deputy		Department: Sheriff's Office
Affiliation: IWA		Reports to: Jail Chief
Exempt: Non-Exempt: X		Supervises/Directs: None
Job Class: 3018	Risk Class: 6905-01	Salary Range: According to current Collective Bargaining Agreement
Union Approval Date: 11/15/2018		Elected Official / Human Resources Approval Date: 11/15/2018

GENERAL DESCRIPTION

This is work performed to provide care and custody of adult prisoners and to maintain order and discipline among the prisoners of the Mason County Jail. Employees in this classification are responsible for the operation of the jail on a 24-hour, 7-day-a-week basis, and the direct and indirect supervision of inmates.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class.)

- Monitor and control the activities of inmates, either individually or in groups.
- Use independent judgment to take emergency action when necessary, including verbal de-escalation, physical and lethal uses of force.
- Take informal action to correct inmate behavior as appropriate.
- Conduct security checks and maintain security in all areas of the jail, as assigned.
- Write all required reports/documentation of activity.
- Investigate suspected rule violations.
- Perform all physical and administrative tasks to book, search, and release prisoners.
- Answer telephone calls and monitor jail access and egress.
- Operate office equipment, communications equipment, personal computers and corrections automated systems.
- Communicate effectively verbally and in writing to people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Perform duties of the position in a confined, controlled and high security environment.
- Perform the functions and duties of all shifts in all required areas of the facility.

- When commissioned and authorized, carry arms while transporting prisoners outside the jails or on other specific assigned duties.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Maintain the physical ability to deal with physical confrontational or combative situations through the use of defensive tactics, including use of reasonable force up to and including deadly force.
- Regular, reliable and punctual attendance.

QUALIFICATIONS

The Corrections Deputy position requires a wide variety of physical activities to varying degrees based on varying work circumstances. Required physical activities include walking, standing, sitting, running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people, handling, digital dexterity, twisting, talking, hearing and seeing. A Corrections Deputy must be able to clearly distinguish and identify colors; safely drive a vehicle with unassisted vision; accurately discharge a firearm (either hand) with unassisted vision; clearly discriminate electronic, mechanical and human sounds and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, of self and of other employees.

EDUCATION AND EXPERIENCE

High school graduate or have a GED
 U.S. Citizen
 Minimum of 21 years of age

OTHER REQUIREMENTS

A valid Washington State Driver's License
 Please view the Mason County Sheriff's Office Employment Standards for requirements.

REQUIRED TRAINING FOR THIS POSITION:

Sexual Harassment & Discrimination – Annually
 Blood Borne Pathogens – Annually
 Smart Risk Management – Once
 Slip, Trip and Fall – Annually
 Safe Lifting Practices – Annually
 FEMA IS 100.c and 700.b All employee's-Once

REGULAR MONITORED DRIVER: Yes No

DEFENSIVE DRIVING- ALL ANNUALLY:

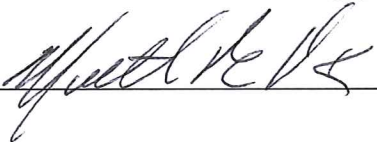
Basics
 R is for Reverse
 Intersections
 Reduce Winter Weather Accidents
 General Auto Risk Program for Drivers

Additional job specific trainings may be issued at a later date.

Civil Service Commission Signature of Approval:



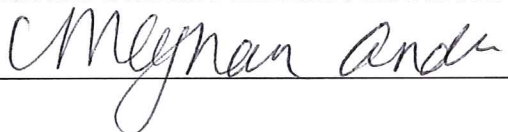
Date: 11/15/18



Date: 11/15/18

Date: _____

Elected Official / Human Resources Signature of Approval:



Date: 11/19/2018

I have read and understand the above position description:

Name: _____

Date: _____

Signature: _____