



## EMPLOYMENT OPPORTUNITY

# CORRECTIONAL SERGEANT

**NOTE:** This classification is not covered by Social Security which may result in a possible reduction in future Social Security benefit entitlement.

### **SALARY AND BENEFITS**

\$27.90 - \$36.90 hourly, plus benefits

### **FILING DEADLINE**

**Continuous**

### **DUTIES AND RESPONSIBILITIES**

*The Correctional Sergeant's primary responsibility is to supervise, evaluate and train Correctional Corporals, Correctional Deputies and support personnel in order to ensure the safe and orderly operation of the County Jail. The major duties of the job include:*

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Ensure that policies, procedures and general orders pertaining to jail operations are followed by subordinates.
- Reviews, researches, and reconciles problems, grievances and other complaints within and against the correctional facility.
- Ensures Correctional Corporals, Correctional Deputies, and support staff maintain a safe and secure environment within the correctional facilities to ensure the safety of the inmates, the officers, and the public.
- Ensures the inmates are cared for in accordance with the Constitution, state laws and regulations, and department policy.
- Supervise Correctional Corporals, Correctional Deputies, Program Coordinator, and support staff to ensure inmate access to all of the following:
  - \*Courts and counsel; \*Mail; \*Clothing, bedding, and hygiene; \*Recreation; \*Visiting; \*Telephone;
  - \*Commissary; \*Education; \*Grievances; \*Other inmate programs.
- Assists in the maintenance and development of unit and/or divisional policies, procedures and operations.
- Monitors and assists in the enforcement of discipline over correctional facility inmates.
- Searches, examines and instructs inmates during and upon admission to the facility.
- Transports inmates to and from court or other locations as required.
- Perform routine clerical work as required.
- Understand and implement PREA guidelines; complete necessary duties to enforce PREA guidelines and audit procedures.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS: MUST MEET ALL HIRING, CONTINUING EMPLOYMENT AND PROMOTIONAL REQUIREMENTS AS DEFINED IN THE PRISON RAPE ELIMINATION ACT. 28 CFR PART 115.**

**Experience:** Three years of responsible related experience as a Correctional Supervisor with the Lassen County Sheriff's Office.

**Education:** Equivalent to the completion of the twelfth grade.

**License:** Possession of, or ability to obtain a valid California Driver's license.

**Additional requirements:**

- Must meet the minimum standards to be a peace officer as defined in California Government Code Section 1031.
- Must have successfully completed the POST 832 PC course and the Adult Corrections Officer Core Course.
- Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115
- Must be able to possess a handgun in accordance with State and Federal Laws.
- Must be able to meet agency firearm qualification standards.

**SELECTION PROCESS**

Application materials will be reviewed, and the best qualified applicants will be invited to participate in an oral board examination.

**HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: April 27, 2023

☞ **GENERAL INFORMATION** ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires a pre-employment physical which includes drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.