

PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES ONLY!!!!

**CORRECTION SERGEANT
CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF
SALARY RANGE: \$30.61 - \$40.66/HOUR**

The Chautauqua County's Office of the Sheriff is currently accepting applications for the title of Correction Sergeant. This is a responsible position involving the supervision of Correction Officers and performance of a variety of duties in connection with the safe and efficient operation of the Chautauqua County Jail to include guarding and attending to the care and well-being of inmates. Supervision and technical assistance is provided to Correction Officers. Supervision is generally received from a Corrections Lieutenant with wide leeway provided for the exercise of independent judgment and initiative when the occasion arises. Does related work as required.

Typical Work Activities:

- Serves as a working supervisor over a number of Correction Officers to include assignment and review work;
- Transports inmates to and from doctor and dentist appointments or court appearances as required;
- Fingerprints, photographs and otherwise assists in the proper identification of inmates;
- Develops photographs, records, fingerprints, maintains personal identification files and assists in the training of identification procedures;
- Schedules and coordinates inmate work details;
- Assesses possible problem areas and makes recommendations to supervisor or Sheriff;
- Conducts regular inspections of assigned areas and otherwise maintains security and proper discipline;
- Books and searches inmates, issues clothing and escorts inmates to quarters;
- Serves as custodian of inmate's money, clothing and personal property;
- Inspects inmate's quarters to detect possession of unauthorized objects by inmates;
- Receives and inspects legal papers and otherwise arranges for the release of inmates;
- Arranges for clothing and records and otherwise prepares for transfer of persons to courts, penal institutions and hospitals;
- Compiles and maintains inmate records and periodic activity reports;
- Performs occasional relief duties at desk as assigned.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Candidates must be serving and have served on a permanent basis in the competitive class for four (4) years as a Correction Officer with the Chautauqua County Office of the Sheriff.

NOTE: Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination and/or appointment.