

JAIL SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves administrative and supervisory responsibility for the safe, efficient and secure operation of the County Correctional Facility. The work is carried out in accordance with State Correction Law; regulations and local operating procedures with judgement and initiative exercised by the Jail Superintendent in assuring proper standards are maintained. The work is carried out under the administrative direction of the County Sheriff. The Jail Superintendent holds the rank of Correction Captain and exercises supervision of subordinate corrections and support staff. A Jail Superintendent does related work as required.

TYPICAL WORK ACTIVITIES:

- In consultation with the Sheriff, establishes and revises local rules and procedures governing correctional facility operations;
- Oversees and directs the operations of the jail to establish and maintain high standards of operations in areas of inmate discipline, segregation, security and supervision, prisoner classification, safety, recreation, food service, visitation, and the provision of legal services;
- On a daily basis, inspects locks, window bars, grills, doors, and gates for signs of tampering and to insure security;
- Periodically leads inspections and searches to find or discourage possession of contraband articles;
- Inspects facility for evidence of forbidden activities, infractions of rules, and unsatisfactory attitudes or adjustment of inmates;
- Conducts purchasing and inventory activities in consultation with the Sheriff to procure and account for equipment, materials, and supplies necessary for jail operations;
- Interviews inmates and investigates backgrounds to determine their suitability for various work assignments;
- Reviews written reports concerning incidences of inmate disturbances or injuries and may conduct further investigations;
- Interviews candidates for promotion or appointment to correctional and jail support positions in order to make hiring recommendations;
- Administers terms and conditions of employment as contained in collective bargaining agreements covering assigned subordinates;
- May respond to employee grievances and represent the Department at grievance hearings;
- May be designated as representative of the department in addressing civic groups or in dealing with other agencies;
- Prepares and reviews a variety of daily and periodic reports associated with corrections and law enforcement work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of correctional institutional management procedures including the care and custody of inmates; good knowledge of the New York State Corrections Law; ability to establish and maintain effective relations with visitors, inmates, civilians, and staff; ability to plan and supervise the work of others; good powers of observation and memory; ability to follow and communicate written and oral directions; good judgement; good character; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: At least one year of permanent competitive class service as a Correction Sergeant or Correction Lieutenant.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/18/97
jlsupt