

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 12/11/2017

CORRECTION OFFICER - CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform administrative and correctional work at the Oneida County Sheriff's Office (Correctional Division). Work is performed under general supervision of the Chief Deputy or Undersheriff. Supervision is exercised over a large number of lower ranking Correction Officers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, administers and updates policy and procedures for the Oneida County Correctional Facility;
Ensures that all reports, local, State and Federal are completed and forwarded to the appropriate agency;
Submits request for annual budget for the correctional facility;
Prepares and submits time record for payroll of correction employees;
Submits supply orders for inmates and correctional facility;
Reviews and updates inmates rules and regulations;
Reviews and comments on recent court decision;
Prepares annual report for correctional facility;
Reviews and comments on recent minimum standards for the Correctional Facility and new additions to the Correction Law;
Inspects and checks all correctional facility records and log books;
Makes periodic inspections of the facility for security, general operation and cleanliness;
Ensures that inmates receive proper medical attention such as dentist and physician;
Checks on inmate programs such as library, recreation, school, television schedules, etc., to ensure compliance with the New York State Minimum Standards;
Contacts clergy for inmates when requested;
Trains, directs, supervises and evaluates prospective employees in the correctional facility;
Is on emergency call at all times.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge and understanding of methods and techniques used in enforcing institutional discipline; thorough knowledge of regulations, practices, and procedures employed in a modern penal institution; thorough knowledge of the techniques used in inmate rehabilitation; ability to communicate effectively with others; ability to lead and direct subordinate Correction Officers; ability to plan and supervise in-service training of Correction Officers; ability to maintain personnel and activity control records and to prepare reports; initiative and resourcefulness.

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MINIMUM QUALIFICATIONS: Twenty-four (24) months of experience as a Correction Officer-Lieutenant or equivalent rank and title in any Correctional Facility.

SPECIAL REQUIREMENT: Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 08/21/80

Revised: 01/13/92; 12/27/94; 10/01/96; 12/19/96; 09/01/04; 04/19/11; 12/11/2017

Title in Promotional Series: Correction Officer, Correction Officer-Sergeant, Correction Officer-Lieutenant, Correction Officer-Captain