

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**22 Lieutenant - MCCF**  
**40 hrs./wk. - \$57,314.83/yr**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/28/2024

REMOVE: 07/12/2024

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           CORRECTIONS LIEUTENANT**

**FLSA: Non-Exempt**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work functions associated with overseeing the continuing implementation of measures designed for the security, custody, and control of all inmates in the county correctional facility.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment; makes hiring and firing recommendations.

Coordinates daily work activities; organizes and prioritizes department workload; prepares work schedules to ensure adequate coverage; maintains attendance records; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Maintains records pertaining to employee attendance, available vacation/sick benefits, and other personnel/payroll issues; reviews/approves time sheets for shift personnel.

Conducts training for subordinates in methods and techniques used in the administration of corrections; conducts emergency drills; conducts roll calls; ensures that in-service training is presented and properly documented.

Develops/implements policies and procedures as required; initiates emergency procedures for riots, fires, or escapes as warranted.

Reviews operational problems and recommends changes in procedures and programs.

Assumes responsibilities of command officer in emergency situations.

Investigates injuries, incidents, grievances, complaints, or allegations made by/about staff or inmates; initiates problem resolution; adjusts employee grievances in accordance with the collective bargaining agreement's grievance procedure.

Conducts formal disciplinary hearings for employees; approves disciplinary actions.  
Chairs disciplinary hearings for inmates as needed.

Coordinates scheduled activities in the facility.

Inspects all areas of the facility to ensure compliance with all standards of security, contraband control, and sanitation; inspects building, doors, fire/safety equipment, locks, alarms and other security devices.

Coordinates availability of support services, including food service, laundry, facility maintenance, commissary, and medical services; supervises distribution of cleaning/sanitation supplies, commissary orders, personal laundry, and bedding for inmates.

Supervises control of inmate personal property, money, and commissary activities.

Interprets and enforces correctional institution rules, regulations and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Supervises receiving/processing of incoming inmates to the facility, including completion of applicable forms, securing of personal property, and explaining of facility rules, regulations and procedures; authorizes searches of new commitments.

Ensures proper release of inmates from the facility; reviews/approves releases.

Oversees supervision of housing units.

Supervises and assists with continual monitoring of inmate activities, including during meals, exercise, recreation, work detail, cleaning activities, visitation, personal hygiene, and related activities; supervises various functions associated with ensuring the health, safety and welfare of inmates, which may include issuing meals, providing clothing and supplies, obtaining medical aid, issuing medication or first aid supplies, coordinating visitation, and distributing mail.

Checks accuracy of inmate headcounts taken by staff.

Organizes/conducts searches of inmates, building, cells, ground areas, transport buses, delivery vehicles, and other areas to locate/remove contraband and to maintain security.

Investigates unusual occurrences when needed.

Schedules and coordinates transport of inmates for medical appointments, transfers to other facilities, or other purposes.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices, flashlight, fire extinguisher, fire hose, air pack, self contained breathing apparatus, shield, body duress alarm, metal detector, emergency control panels, camera, camcorder, television, VCR, overhead projector, copy machine, facsimile machine, and telephone.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking/replacing fluids, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Ensures availability of adequate equipment and supplies; initiates requests for new or replacement items.

Performs first aid or CPR as needed.

Participates/testifies in employment hearings, civil hearings, criminal hearings, mental health hearings, trials, deposition hearings, or other court proceedings.

Processes cash receipts/disbursements relating to inmate property/accounts, petty cash funds, or other financial activities.

Reviews logs, incident reports, and other documentation prepared by subordinate staff.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares routine forms, reports, correspondence, logs, schedules, training materials, performance appraisals, evaluative statements, counseling forms, incident reports, informational reports, disciplinary forms, inmate waivers, waivers of discipline, employee retention forms, attendance records, master count sheets, maintenance work orders, inventory reports, administrative segregation orders, and other documents.

Receives various forms, reports, correspondence, logs, lists, checklists, incident reports, commitment papers, release papers, court orders, bail documents, evidence forms, master count sheets, shift information sheets, strip search forms, shakedown forms, escape reports, bomb threat reports, roll calls, time cards, attendance records, grievances, disciplinary forms, administrative segregation orders, inventory reports, maintenance work orders, medical orders, union contracts, POST orders, policies, procedures, codes, ordinances, manuals, reference materials, blueprints, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains records of facility activities.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, prison management system, desktop publishing, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, inmates, other departments, law enforcement personnel, medical personnel, court officials, attorneys, visitors, counselors, volunteers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees or boards as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Oversees the operation of the Body Scanner.

Oversees and determines the necessary security equipment to be utilized in use of force incidents.

Assists when needed in conducting video court.

Oversees Hospital Duty operations.

## **ADDITIONAL FUNCTIONS**

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in corrections or criminal justice; supplemented by six (6) years previous experience and/or training that includes corrections operations at a sergeant level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully complete Jail Officers Training Manual. Must successfully complete Prison Management System training. Must possess and maintain valid CPR and First Aid Certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, toxic agents, violence, firearms, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.