

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CORRECTIONS SERGEANT**

Spec No. 4021

### **BASIC FUNCTION**

Supervises booking, releasing and security work on an assigned shift within the Snohomish County Jail.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, schedules, assigns duties, supervises and evaluates the work of subordinate Corrections Deputies and staff; participates in and makes recommendations regarding the selection, discipline and termination of subordinate employees; may assume the responsibility of the Lieutenant in his/her absence.
2. When assigned, directs training of all new staff members and assumes responsibility for requests for special training from office administration; evaluates and counsels Corrections Deputies in the performance of their duties; conducts on-the-job training for employees in coordination with the Training Unit.
3. Reviews jail records and logs including records for court appearances, makes decisions and approves all questionable bookings, including review of medical staff's screening recommendations; makes decisions and approves releases of inmates; reviews all written reports submitted by Corrections Deputies and other jail staff concerning unusual occurrences or rule violations; reports unusual incidents, when appropriate, to supervisors on other shifts or in other agencies.
4. Ensures that the work environment is maintained in a safe and healthful condition; arranges for any needed maintenance work or removal of safety hazards; requisitions supplies and equipment as needed for the work of the jail.
5. Interprets jail policies and directs action taken during emergencies or unusual circumstances.
6. Intercedes and makes decisions involving problems between inmates, families, other law enforcement agencies and staff under supervision; recommends modifications or changes in jail policy and implements new operating procedures and other administrative changes.
7. Coordinates inmate transports with courts, hospitals and other agencies; arranges for hospital and special security guards; clears documentation for appearance, transfer and final release of inmates.
8. Regularly communicates with jail medical staff.

### **STATEMENT OF OTHER JOB DUTIES**

9. May perform all the duties of a Corrections Deputy.
10. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

Candidate must hold the rank of Corrections Deputy in the Snohomish County Sheriff's Office Corrections Bureau; AND, have at least three (3) years of current experience at that rank as of the closing date for filing of applications. Two years of experience as a custody deputy in another police or corrections agency may be substituted for one year of this experience requirement. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- jail policies and procedures
- Washington State civil and criminal codes and federal rules and regulations relating to the operation of jails and rights of inmates
- principles and practices of correctional facility safety and security
- local, state and federal social service resources and agencies
- principles and practices of effective supervision

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- train and instruct new employees; read, interpret and apply work related laws, rules, regulations and other related documents
- analyze and solve work related problems and make decisions under pressure
- communicate effectively with people of all ages and from a variety of cultural economic and ethnic backgrounds; prepare a variety of reports and other written materials
- establish and maintain effective working relationships with inmates, criminal justice system officials, community agency staff, other county employees and the general public
- respond to crisis and emergency situations
- work with minimum supervision; plan and coordinate schedules

### **SUPERVISION**

Employees report to a Corrections Lieutenant. The work is performed in accordance with established policies and procedures. Employees supervise the work of Corrections Deputies and clerical staff.

### **WORKING CONDITIONS**

The work is performed in a maximum security detention facility. Employees are required to work various shift assignments including weekends, nights and holidays as required.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1980 as Custody Supervisor  
Revised and Retitled: July 1990  
Revised: February 1991, February 1995, January 1996, August 1999, October 1999, March 2004, July 2008, November 2011, June 2018  
Approved by the Snohomish County Civil Service Commission September 12, 2014  
Previous Spec No. 524544  
EEO Category: 4 – Protective Service Workers  
Pay Grade: 840 – Corrections Lt. Sgt. Wrs. Pay Plan  
Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission effective September 12, 2014.  
Approved by the Snohomish County Civil Service Commission effective June 6, 2018.