



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	AUGUST 27, 2013	CLOSES:	OCTOBER 8, 2013
JOB TITLE:	CORRECTIONS SUPERVISOR	DEPARTMENT:	LAW ENFORCEMENT
REPORTS TO:	LIEUTENANT	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	\$29.03/HOUR + BENEFITS		

POSITION SUMMARY:

Provides specialized corrections work to ensure the care and custody of prisoners. Maintains order and discipline among prisoners of the Puyallup Tribal Corrections and Detention Center, a minimum-security facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the minimum-security corrections facility on a 24 hour 7 day a week basis.
2. Books, searches and releases prisoners.
3. Conducts security checks and maintains security in all areas of the jail.
4. Documents all activity and prepares reports as necessary.
5. Supervises feeding and mealtime, visitation time, recreation, counseling and work assigned to prisoners.
6. Investigates suspected rule violations and takes informal actions to correct inmate behavior, using minimum physical restraint necessary to maintain security in the jail and the safety of staff and prisoners.
7. Answers telephone calls and monitors jail access and egress.
8. Performs daily routine and job duties according to the standard operating procedure and other procedures or policy changes as approved by the Director.
9. Monitors problems and situations (i.e. abnormal booking or releasing procedures and emergencies) and makes recommendations for corrective action to the Chief of Police.
10. Participates in training programs for the division; reviews work of subordinates; recommends appointments, disciplinary action, and discharges; inspects shift personnel for proper uniform and equipment.
11. Contributes a favorable public image of the Tribe by establishing and maintaining relationships and participates in the community.
12. Develops schedule to ensure 24-hour coverage.
13. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises Corrections Communications Officers. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED; and two years related experience and/or training in a Corrections/Dispatch supervisory or lead worker position; or satisfactory equivalent combination of education and experience. Must be a graduate of Basic Corrections and Communications Academy.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must have completed and passed Washington State Corrections Academy and Washington State Access Training, or equivalent training.

Must have a valid Washington State driver's license and proof of automobile insurance.

Must be at least 21 years of age.

Must pass criminal background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to talk and hear and use hands to finger, handle or feel.
- The employee occasionally is required to sit; stand; walk; push and/or pull; kneel, stoop, crouch or crawl; reach with hands and arms.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Uses minimal physical restraint to preserve the security of the jail and safety of staff and prisoners as required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is moderate.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Job Line#: (253)573-7943

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*