

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPUTY WARDEN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in administering and managing the custody, care and control of Union County Jail inmates, to supervise subordinate correctional staff, and perform the Warden's duties in his or her absence according to applicable laws, regulations and standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs Warden duties in his/her absence. Oversees operations of the correctional facility on an on-call basis; serves as one of the facility officials designated to be contacted in the event of any crisis or emergency.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; assists with new employee hiring.

Coordinates daily work activities; organizes and prioritizes department workload; prepares/reviews work schedules to ensure adequate coverage; develops contingency plans for staff shortages; maintains attendance records; makes work assignments; monitors status of work in progress and operational effectiveness of staff; inspects completed work; troubleshoots problem situations.

Conducts internal investigations; investigates employee rule violations, misconduct, inmate complaints and charges, use of force, etc.; reports findings to the Warden.

Conducts regular physical inspections of the facility to ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Ensures the security of facility; ensures adequate staffing levels; ensures staff has proper equipment to monitor and control the movements of the inmate population; monitors inmate population levels.

Monitors the Inmate Complaint system and ensures compliance with timely responses.

Assists the Warden with the development and administration of the budget; collaborates with the Warden to prepare projected capital expenditure requests for a three- to five- year period; monitors expenditures and approves invoices in the Wardens absence.

Assists the Warden in the development and implementation of policies and procedures; generates required reports; oversees and monitors staff training; prepares work schedules; ensures adequate staffing levels; reviews employee time sheets; processes payroll documentation and approvals.

Develops and monitors contract services for supplies to meet inmate medical, psychological, rehabilitation and other needs. Evaluates programs and interviews inmates to determine needed services.

Coordinates jail activities with other agencies and individuals including law enforcement, courts, prosecutors, defense attorneys and others.

Performs related administrative functions; manages work release program; arranges/contracts housing for overflow conditions with other facilities; manages and arranges maintenance and repair of jail facility; maintains jail records; enters information to computer records; inventories supplies; manages inmate commissary and maintains accounts.

Prepares or completes various forms, reports, correspondence, charts, budget documents, performance appraisals, purchase orders, contracts, standard operating procedures, inmate files, affidavits, memos, or other documents.

Receives various forms, reports, correspondence, invoices, budget documents, time sheets, job applications, shift reports, inmate files, grievance forms, sentence sheets, rules and regulations, codes and ordinances, policies and procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with Warden, County employees, vendors, inmates, 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 various meetings, serves on committees, and makes presentations or speeches as needed.

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

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Overtime is occasionally available and/or mandatory. Shift changes may occur with limited notice.

ADDITIONAL FUNCTIONS

Conducts building, fire and safety checks.

Purchases employee uniforms and equipment.

Responds to legal correspondence from courts, state and federal officials.

Compiles and reports jail activity statistics.

Performs other duties and responsibilities as needed to ensure the effective and successful operation of the facility.

Completes other duties as assigned by the Warden.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Public Administration or related field; supplemented by five (5) year(s) of progressively responsible management experience in law enforcement, corrections or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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 broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

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 significant weight (50-150 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, 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 heights, confined spaces, electric currents, bright/dim lights, human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

Union 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.