

Department: Sheriff's Department
Classification: Competitive
Grade: 9M/C -40Hr.

SPEC DISK C8
DOCUMENT 29

ASSISTANT JAIL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for assisting with the administration and oversight of operations of the County Correctional Facility. The work involves assisting the jail administrator with the operation, the safety and security of all corrections personnel, inmates, visitors and civilian employees within the facility and the strict adherence of New York State Commission of Corrections standards. Work is performed under the supervision of the Jail Administrator with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Training and supervision is exercised over subordinate correction staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist with and may supervise and assign duties to subordinate staff assigned correction duties including shift and post scheduling to insure proper coverage and security of the facility at all times, and to ensure compliance with New York State Commission of Correction minimum standards;

Assist with and may administer, coordinate and oversee the designation and assignment of inmate trustees;

Coordinates facility repairs with appropriate personnel to maintain safety and security of the facility;

Assist with the overall safety and security of all corrections personnel, inmates, visitors and civilian personnel within the facility;

Establishes and maintains policies and procedures in accordance with New York State Commission of Corrections, updates policies and procedures as needed

Assist with the Establishment and the , development of policies regarding incidents within the facility ensuring strict compliance with guidelines;

Compiles information after any incident occurrence.

Assist with the Administration of the Inmate Rules and Regulations Handbook, ensures that all inmates receive and understand such rules and regulations.

Performs periodic facility tours to ensure correctional staff compliance with policies and procedures and reviews subordinate documentation require on a daily basis;

May perform subordinate employee appraisals of correction staff, counsels employees as needed to improve on overall job performance and recommends staffing and employee promotions;

Oversees inmate Commissary, conducting inventory, ordering and verifying orders received and selecting/establishing accounts with suppliers;

Assist with the development of policy for transport of inmates and ensures strict compliance of said policy for the safety of all officers and inmates;

Helps establishes security plans for the facility regarding access in and out of the facility and appropriate issuance and security of keys, weapons and controlled substance mediation;

Reviews necessary documents and contacts New York State Department of Corrections for notification of inmates who are prison ready, including jail time certification;

Prepares a variety of mandated records and reports;

Assists in the preparation of department budget by assessing needs, submitting recommendations and researching pricing, estimates and quotes for equipment and changes needed;

May develop and coordinate and/or purchases various exercise and recreational equipment/programs, Alcoholics Anonymous meetings, drug rehabilitation programs, etc.;

Assists in developing procedures to facilitate safety, emergency procedures, employee training in use of weapons and chemical restraining agents;
On an as-needed basis, will be accessible on nights, weekends, holidays, etc., for policy questions, incident notification and overtime and/or leave approval;
May participate in Labor/Management activities, including Labor Agreements and Negotiations;
Keeps Administration advised of jail climate and makes at least weekly rounds of the entire facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of the problems of correction facility inmate supervision; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensives and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of budgeting and purchasing process to identify and support personnel and equipment needs for a security facility program; good knowledge of the principles and practices of supervision; ability to plan for and train subordinate correction staff in work situation; ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility; ability to take charge and determine appropriate action in emergency situations; sound judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Two (2) years of permanent competitive status as an Essex County Deputy Sheriff/Sergeant or Essex County Correction Sergeant.

Created: June 21, 2006
Revised: 03/05/2012
Revised: 01/22/2019