JOB OPENING

Somerset County Jail

(AN EQUAL OPPORTUNITY EMPLOYER)

(INTERNAL & EXTERNAL APPLICANTS)

JOB TITLE	Lieutenant	**POSTING NO.**	2014 - 83	**DATE POSTED**	01/12/2015
POSITION LOCATION	Somerset County Jail 127 E Fairview St Somerset, PA 15501			**LAST DAY TO APPLY**	01/26/2015
JOB CODE/ POSITION NUMBER	**TYPE OF JOB/POSITION**	**ADDITIONAL INFORMATION**	**UNION BARGAINING UNIT**	**PAY RANGE AND STARTING SALARY**	
	Permanent/Full Time	Alternating Shifts (40hrs/wk)	Non-Union	$32,000.00 annually	

*** Possible increase if promoted within.**

***This position is subject to mainly night shifts due to Central Booking being a significant part of the job duties.**

JOB DESCRIPTION

This position is responsible for maintaining the security of the institution, the custody and care of inmates and the safety of staff through adequate supervision and adherence to policies and procedures governing the operation of the institution during assigned work hour.

ESSENTIAL DUTIES & RESOPONSIBILITIES:

- Serve as the Primary Coordinator for the Prison Rape Elimination Act (PREA). Will conduct training for all SCJ staff, along with contractors, vendors, volunteers, Sheriff Department and attorneys requesting face to face contact with inmates.
- Ensures that all employees, contractors, vendors have submitted to a Criminal Background check within a rolling 5 year period. Per PREA
- Conducts quarterly security inspections of all cameras/ camera placement to ensure accuracy and safety for staff and inmates
- Responsible for maintaining all records pertaining to staff/employee/inmate investigations and internal affair matters, and they will provide factual evidence for the prosecution of those suspected of criminal acts. PREA
- Serve as the lead investigator for all PREA allegations / concerns within the SCJ and within the County of Somerset, submitting investigative packets for each incident.
- Will attend available training for investigations and PREA each year to ensure accuracy of SCJ policy and procedures.
- Subject to working on-call or on as-needed basis (on-call 24 hours/7 days) to answer central booking questions and PREA investigations.
- Maintains a professional relationship with the courts, Magisterial District Judges, Police Departments and other agencies within the Criminal Just System to ensure the Central Booking center operates properly.
- A thorough comprehension and applicable certification in the use of various law enforcement database systems and software including: CLEAN, CNET, NCIC, JNET, and AOPC for Central Booking management.
- Coordinates and implements all Central Booking training requirements for the Lieutenants and basement officers.
- Responsible for the maintenance of arrestee property ensuring it is stored in a safe and secure manner.

ELIGIBILITY – ALL CANDIDATES MUST

Obtained a High School Diploma or equivalent and at least (2) years experience as a correctional officer.

License(s) and Certification(s):

- Valid Driver's license.
- PA Department of Corrections Basic Training Certificate.*
- Firearms certification.*
- First-aid and CPR certificates.*

*indicates within one (1) year of hire

If you need accommodations for the interview due to a disability, please contact the number listed below.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of modern security measures for potentially dangerous environments.
- Knowledge of penal codes and American Correctional Associations standards.
- Knowledge of principles of the criminal justice system.
- Knowledge of contemporary office practices and procedures and basic office software products.

Skills:

- Skill in utilization of security instruments and weapons.
- Skill in conflict resolution.
- Skill in computer and data entry
- Skill in organization.
- Skill in time management, multi-tasking.

Abilities:

- Ability to restrain uncooperative inmates.
- Ability to direct, motivate, supervise and fairly evaluate subordinate employees.
- Ability to work in a highly stressful environment and respond quickly, calmly and appropriately under such conditions.
- Ability to communicate effectively verbally and in writing.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operation.
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Ability to work with confidential information.

Physical Abilities:

- Sit for extended periods, keyboard, write, hear and speak
- Stand frequently for extended periods.
- Bend, kneel, stoop, run or restrain uncooperative inmates
- Lift in excess of 100 pounds.

HOW TO APPLY

Interested applicants may submit a letter of interest for this position in writing, to **Amber Coleman, Human Resources Assistant, in the County Commissioners Office, 300 North Center Avenue, Suite 500, Somerset, PA 15501,** by 4:00 p.m. of the last date to apply. (814) 445-1409.

Additional information regarding this position may be obtained by contacting Warden Briggs (814) 445-1606.

Chloe Sparr, HRD

Chloe Sparr, Human Resources Director