

Vacancy Announcement #17-124

Position: Lead Correctional Officer
(Non-exempt)

Salary: Grade Level 20/0-24/0
(\$29,951 - \$34,369) per annum)

Program: Department of Corrections
Adult Offenders Facility

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The primary function of this position is to provide Leadership to Correctional Officers assigned to his/her shift. Incumbent will furnish guidance to Correctional officers during duty hours regarding standard operating procedures, complaint, overall correction operation, inmate management and safety and security issues.

Specific Duties:

1. As a supervisor, incumbent is responsible to the Lead Correctional Officer in Charge in assuring that work assignments of Correctional officers are carried out by distributing the workload among employees in accordance with established Standard Operating Procedure guidelines.
2. Reviews the status priorities, instructs employees on specific tasks and job techniques, makes available written instructions, gives on the job (shadow) training to new employees in accordance to established procedures and practices. He/she governs the facility regarding correctional operation, crisis situations, and the public on facility grounds or in the facility, oversight of staff, movement, food service, visitation and perimeter security. Approves employee annual, sick and emergency leaves, resolves informal complaints. Reports to the **Lead Correctional Officer in Charge** the performance, progress and training needs of employees, obtains assistance from the Lead Correctional Officer in Charge / Facility Administrator on problems that may arise.
3. As a supervisor, incumbent governs and is able to perform and complete a wide range of correctional officer's duties and able to make good sound correctional decisions. He/she may be required to assist the Program Coordinator, Classification /Disciplinary Officer and Training Officer.
4. The Lead Correctional Officer enforces standards, rules, and regulations provided in Standard Operating Procedure-Inmate Handbook-Direct Supervision-Interpersonal Communication-Manual and other Pertinent Manual pertaining to correctional operations guideline.
5. The Lead Correctional Officer ensures that inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules are being carried out.
6. Lead Correctional Officers ensures physical restraint application, non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates are in compliance with training and Policy and Procedures.
7. Lead Correctional Officer may be required to complete the duties of a Correctional Officer due to shortage of staff or crisis situations.

Requirements and Knowledge:

1. Have knowledge of the body of laws, training requirements, program awareness, inmate handbook, Correctional standards, policies and procedures, direct supervision principles, operational activities, constitutional rights of individuals and Indian civil rights act.
2. Have knowledge in the basic principles and techniques of inmate care, direct supervision concept, policy and procedures, inmate management,

interpersonal communication concept and knowledge of first aid including CPR.

3. Ability to instruct and train others in daily facility operations and activities.
4. Is responsible for keeping their personal lives drug and alcohol free and maintaining a high degree of professionalism.
5. Is charged with the responsibility of enforcing the drug and alcohol policy as a supervisor and will advise staff of the Zero Tolerance for alcohol and drugs.
6. Knowledge of commonly used federal/tribal laws and OST penal codes governing the incarceration of adult offenders.
7. Ability to document reports, maintain accurate records, and communicate verbally with staff and other agencies.
8. Work involves, typically on a shift rotation basis, abnormal hours, variety of moderately difficult assignments. Such assignments require proficiency in the application of correctional skills in supervising Correctional Officer regarding work assignments.
9. Is required to pass a physical and medical examination due to medical or physical condition that may interfere or prevent incumbent from performing the duties required.
10. Knowledge of commonly used federal and tribal laws and penal codes governing the incarceration of offenders;
11. Ability to cooperate and coordinate rehabilitative services with outside agencies;
12. Ability to exercise mature judgment and retain poise in pressure or crisis situations;
13. Ability to communicate effectively with correctional staff and establishes and maintains continuing constructive relationships with them;
14. Ability to combine objectivity and empathy in counseling inmates and staff on personal and institutional problems;
15. Ability to write reports, maintains accurate records, and communicates verbally with staff;
16. If claiming Indian preference must have proof of tribal membership. Lakota Language/speaker a plus.
17. Will be required to take an Alcohol and Drug Test randomly.
18. He/she is required to complete the OST Adult Offenders Training Program

Qualifications:

1. High School Diploma or G.E.D with four (4) years experience working in a Direct Supervision Correctional Facility and have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico, or an AA degree in the Criminal Justice or a related field and one (1) year experience working in a Direct Supervision Correctional Facility and must have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico.
2. Must have a valid driver license.
3. No misdemeanor or convictions in the past year, excluding minor traffic violations
4. Must have never been convicted of a felony crime.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.