

JAIL ADMINISTRATOR (PROMOTIONAL)

STANDARD NO(S): NYSSA 1,2,46
DATE: August 25, 2009
REFER TO: Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Jail Administrator in the Seneca County Correctional Facility.

III. DETAILS:

A. Employment Criteria – Jail Administrator (Promotional)

PROMOTIONAL QUALIFICATIONS:

Twenty four (24) months of permanent competitive status, and currently serving as, a Sr. Correction Officer or Lieutenant in Seneca County immediately prior to the date of the examination to participate in the examination. Thirty (30) months of permanent competitive status as a Sr. Correction Officer in Seneca County to be eligible for appointment.

SENIORITY RATING:

Seniority credits will be added to the raw score of passing candidates as follows: Seniority is credited at 1 point for each appropriate 5-year period or fraction:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

B. TYPICAL WORK ACTIVITIES: (Illustrative Only):

1. Prepares shift work schedules and assigns duties for Corrections officer, Correction Sergeants, Correction Lieutenant and Cooks;
2. Selects prisoners to be inmate workers;
3. Maintains records and prepares reports as required by the New York State Commission of Corrections;
4. Reviews daily log entries for accountability of prisoners, proper commitments and releases of prisoners;
5. Receives fines and bail monies;
6. Maintains liaison with various courts to assure that all prisoners are available for hearing, trials, bail, etc.;
7. Supervises the escorting of prisoners to court, outside medical facilities, other detention facilities and NYS Department of Correction institutions;
8. Supervises visitation;
9. Conducts jail inspections of the jail and kitchen areas for cleanliness, security and general condition;
10. Reviews changes and/or potential changes in the law affecting jail operation and advises the Sheriff and/or Undersheriff of same;
11. Provides for classification and segregation of prisoners as required by the NYS Commission of Corrections;
12. Assists in the preparation of requisitions for purchase of food, clothing, household supplies, etc. and submits same to the Sheriff for approval;
13. Plans, directs and controls the policies and administrative procedures necessary to ensure the Jail Division is in compliance with all legal mandates, written agreements (both union and other) general orders, department policy and procedures, NYS minimum standards for county correctional facilities and other County policies;
14. Supervises and administers standard operating procedures for the Correctional Staff;
15. Takes disciplinary action when appropriate and assists the Sheriff with confidential matters, including labor relations by reviewing current collective bargaining agreements and developing negotiating strategies and proposals.
16. Participates in the staffing decisions of the department as the relate to the Jail Division;
17. Acts in a confidential capacity to the Sheriff in Jail Division departmental operations and personnel matters;
18. Serves as department liaison with various state and county agencies, such as Legal Aid, District Attorney, County Court, NYS Commission of Corrections, and the Probation Department;
19. Assists in the preparation of the Jail budgets for review by the Sheriff;
20. Oversees appropriate policies and programs to provide the effective care of inmates, including but not limited to such areas as health, hygiene, food, education, mental health, religion, legal rights and secure transportation;
21. Meets with staff, public officers, volunteers and other agencies or departments to establish recreation, training and rehabilitation programs for inmates;
22. Hears and takes appropriate action on inmate complaints and grievances;
23. Facilitates and coordinates employee training, use of firearms, defensive tactics, restraining devices, chemical agents and other safety equipment;

24. Assigns and supervises the maintenance of administrative records and coordinates the use of data processing applications for useful management information.

C. Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Administrative techniques and practices:**

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

2. **Basic skills training:**

These questions test for the knowledge and abilities required to train individuals, often on a one-to-one basis, who need to acquire basic information and learn to perform simple tasks. They address topics such as planning activities to promote learning, presenting information, providing guidance, and evaluating learning. These questions cover the most basic level of training.

3. **Minimum standards for management of county jails and pertinent NYS Correction Law and Penal Law:**

These questions test for knowledge in such areas as: the Minimum Standards for county jails promulgated by the Commission of Correction concerning the admission/discharge, care, custody, movement, activities, behaviors, correctional treatment, supervision, and discipline of all persons confined to local correctional facilities, as well as pertinent NYS Correction Law and Penal Law.

4. **Coordinating appropriate responses to emergencies, disturbances and other unusual situations:**

These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

5. **Custody, security and building maintenance procedures in correctional facilities:**

These questions test for knowledge in such areas as: supervisory inspections of correctional facility for cleanliness, order, potential safety and health hazards, and risks to security; checking security and safety equipment; observing and evaluating actions and behavior of individuals; notifying appropriate individuals when corrective action is required; building maintenance as it relates to the security of buildings and the safety of facility inmates and employees; maintaining overall security.

6. **Preparing written material:**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

- D.** The position of a Jail Administrator must meet all civil service requirements.
- E.** The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.
- F.** Seneca County is an Equal Opportunity Employer (EOE).