



Grant Parish Sheriff's Office

Job Description

Corrections Division

Corrections Deputy

GENERAL DESCRIPTION OF RESPONSIBILITIES

This is work performed to provide care and custody of adult prisoners and to maintain order and discipline among the offenders of the Grant Parish Detention Center. Deputies in this position are responsible for the operation of the jail on a 24-hour, 7 day-a-week basis, and the direct and indirect supervision of offenders.

EXAMPLES OF DUTIES

- Monitor and control the activities of inmates, either individually or in groups.
- Supervise offenders during mealtime, visitations, recreation, counseling, and work assigned to prisoners.
- Use independent judgment to take emergency action when necessary, including verbal de-escalation, physical and lethal uses of force.
- Take informal action to correct offender behavior as appropriate.
- Conduct security checks and maintain security in all areas of the jail, as assigned.
- Write all required reports/documentation of activity.
- Investigate suspected rule violations.
- Perform all physical and administrative tasks to book, search, and release offenders.
- Answer telephone calls and monitor jail access and exiting.
- Operate office equipment, communications equipment, personal computers and corrections automated systems.
- Communicate effectively verbally and in writing to people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Perform duties of the position in a confined, controlled and high security environment.
- Perform the functions and duties of all shifts in all required areas of the facility.



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- When commissioned and authorized, carry arms while transporting offenders outside the facility or on other specific assigned duties.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Maintain the physical ability to deal with physical confrontation or combative situations through the use of defensive tactics, including use of reasonable force up to and including deadly force.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Accurately and safely discharge a firearm with either hand.

SUPERVISION RECEIVED

- Work under the general supervision of the Correctional Sergeant of an assigned shift. Work is reviewed by the Correctional Lieutenant and Assistant Warden.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Rules, regulations, policies, and procedures of the Grant Parish Sheriff's Office.
- Ability to verbally communicate effectively under stressful conditions.
- Ability to multi-task.
- Ability to type.
- Basic personal computer knowledge and automated corrections systems.

EDUCATION, EXPERIENCE, AND TRAINING

- Graduation from High School or its equivalent.
- Prior correctional experience is desirable but not required.
- Knowledge of Public Safety is desirable but not required.



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SPECIAL REQUIREMENTS

- Written, practical, and oral examination will be required.
- Background investigation may be made on each candidate.