

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-214 **Issue Date:** 11-09-15 **Closing Date:** 11-20-15

Juvenile Corrections Sergeant
YN Corrections Facility
Department of Public Safety
Hourly Wage: \$16.86/Regular/Full-Time

This is Juvenile Corrections Sergeant work in a juvenile correctional facility is to supervise the Corrections Officers of his or her shift, ensuring public safety by providing security and control of juvenile offenders and reintegration programs. It will be the responsibility of the Correction Sergeant to maintain safety and security of all the juvenile offenders, staff, and the community by supervising the conduct, work, of the Corrections Officers of that shift. Supervisory efforts will involve working with the Corrections officers to teach juvenile offenders accountability, competency development and reintegration techniques. The Juvenile Correctional Sergeant is responsible for the Corrections Officer in his or her shift, in direct care of juveniles in a correctional setting. The Juvenile Corrections Sergeant works with the Corrections staff who are supervising youth within the Yakama Nation Juvenile Correctional and Rehabilitation Facility. This supervision of the Corrections Sergeant ranges from close to general with the use of initiative and independent judgment ranging from minimal latitude to moderate latitude. The Juvenile Corrections Sergeant is subject to work overtime, and be on call.

Knowledge, Skills and Abilities:

- Ability to work a variety of shifts, weekends, holidays, and overtime when required.
- Knowledge of modern general office principles, practices and techniques.
- Knowledge of correct and proper use of English grammar and sentence structure.
- Knowledge and skill in use of a computer and software programs such as Microsoft Word, Access and Outlook, Spillman Records Management System.
- Ability to operate standard office equipment such as a copier, calculator, and fax.
- Ability to become familiar with legal terminology, legal forms, legal documents, and their purpose.
- Ability to work independently and productively.
- Ability to work under pressure and stress.
- Ability to organize and prioritize task and assignments as needed.
- Ability to maintain strict confidentiality of client and program information.
- Ability to understand and execute oral or written instructions.
- Ability to establish and maintain effective working relationships, both inside the facility and outside with good public relation skills and customer service.
- Ability to communicate effectively orally and in written form.

General Recruiting Indicators:

- Requires a high school diploma or equivalent, **AND** 3-years work experience in law enforcement **AND** all phases of detention. Must provide a copy of certification for an approved BASIC Correctional Officer Training Program at the time of hire. **OR**, may consider substitution of college level courses in criminal police science, jail administration, or related field for experience on a month-for-month basis up to a maximum of 18 months.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver License with ability to obtain a tribal driver's permit.
- Required to successfully pass a criminal back ground check.
- Required to successfully complete mandatory training for First Level Supervisor Certification within 6 months of hire.
- Required to maintain basic first aid and CPR card current.
- Required to wear a department uniform.
- Required to take an annual physical and PEB training.
- Must be able to type/keyboard a minimum of 35 words per minute (WPM).

Special Requirements:

- Must be willing to work irregular hours, overtime, weekends, holidays, and rotating shifts.
- Must be willing to attend and successfully complete mandatory training.
- Must understand the position and working conditions, and consider the impact on personal life-style and family.
- Required to sign a code of conduct and understand sanctions for misconduct.
- Must be at least 21 years of age due to the sensitivity of work assignments and daily contacts within the Correctional Facility.