



Major of Correctional Officers

Salary Group: B21

Class Code: 4513

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SERGEANT OF CORRECTIONAL OFFICERS	4510	B18	\$39,521 - \$64,449
LIEUTENANT OF CORRECTIONAL OFFICERS	4511	B19	\$42,244 - \$68,960
CAPTAIN OF CORRECTIONAL OFFICERS	4512	B20	\$45,158 - \$73,788
MAJOR OF CORRECTIONAL OFFICERS	4513	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs highly advanced (senior-level) supervisory and administrative work directing staff responsible for the care and custody of offenders. Work involves responsibility for the custody and discipline of offenders and for industrial, vocational, and agricultural work programs. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Supervises correctional staff in the care, custody, and rehabilitation process for offenders.

Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and industrial and agricultural operations.

Supervises the preparation and maintenance of records, forms, and reports.

Supervises, instructs, trains, and counsels staff.

Directs searches of offenders, their living quarters, and work areas for contraband.

Responds to emergency situations, directs searches for escaped offenders, and transports offenders.

Evaluates offenders' work and conduct and makes recommendations for offenders being considered for state-approved trustee status.

Participates in the formulation of security and work procedures and escape and riot control plans.

Formulates and maintains work schedules of correctional staff and offenders.

Oversees and directs administration and correctional functions.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in correctional custody or law enforcement work, including supervisory experience. Completion of Correctional Officer Training Academy curriculum requirements. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the overall operation of correctional facilities; of applicable policies, procedures, rules, and regulations; and of correctional methods, techniques, practices, and procedures.

Skill in directing the use, care, and instruction of firearms and riot control equipment; in identifying and resolving administrative security problems; and in coordinating facility operations.

Ability to communicate effectively and to supervise the work of others.