



# Correctional Transportation Officer

Salary Group: A14

Class Code: 4571

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CORRECTIONAL TRANSPORTATION OFFICER	4571	A14	\$31,144 - \$49,134

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) work in transportation and warehousing activities. Work involves the transportation, storage, and delivery of materials, supplies, and equipment. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Operates and coordinates the operation of vehicles in the transportation and delivery of materials, supplies, and equipment.

Oversees offenders in loading and unloading activities, ensuring the safe and secure storage of cargo.

Exercises vigilance to prevent theft or damage to goods during loading, unloading, and transportation and to prevent attempted escapes.

Reviews and verifies inventory and shipping documents, reporting any damages or shortages.

Ensures that the required paperwork is present and in order according to the regulations of interstate transport.

Prepares and maintains records and reports of activities.

Provides instruction and training to offender drivers.

Performs or oversees the performance of operator preparation, service, and maintenance of vehicles and equipment, and reports malfunctions.

Researches, plans, and makes arrangements for out-of-state trips.

May provide guidance to others.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in transportation and warehousing activity work. Completion of pre-service correctional officer's training is required. 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 correctional rules and regulations and of the methods, procedures, rules, and regulations associated with the operation of vehicles, both intrastate and interstate.

Ability to communicate effectively, and to provide guidance to others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

Must possess a valid driver's license.