

## **SERGEANT (Corrections)**

GENERAL STATEMENT OF DUTIES: Performs duties involved in the efficient operations of the Genesee County Sheriff Department; supervises Corrections Deputies; works under general direction of assigned Shift Commander; performs related duties as required.

### STATEMENT OF TASKS:

Supervises assigned operations and reports to the shift Lieutenant;  
Supervises committal of prisoners;  
Assists Police Deputies when needed;  
Keeps records and makes reports of shift activities;  
Personally responds to difficult or unusual requests for assistance;  
Maintains personnel, jail and inmate records;  
Advises Police Deputies of inmates scheduled for court appearances, transport to specific places and schedules the transports accordingly;  
Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of laws and departmental policies and procedures pertaining to corrections and accepted police practices;  
Ability to physically perform the work;  
Ability to supervise assigned staff;  
Ability to exercise good judgment;  
Ability to maintain good interpersonal relationships;  
Ability to communicate effectively both orally and in writing;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Must be classified as a Police Deputy or Corrections Deputy with at least three (3) years of experience as a Police Deputy or Corrections Deputy.

### SPECIAL REQUIREMENTS:

May require MCOLES Certified Police Officer designation.

Revised: January 16, 2003

  
Human Resources Director