

CORRECTIONS – FIRST SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of assisting the Superintendent and other higher-ranked personnel in the supervision and coordination of corrections personnel. The work includes monitoring assignments of Sergeants, Corporals and Correction Officers, monitoring the control room, reviewing, and maintaining schedules, records, and supervising the maintenance of equipment and supplies. The work is performed under the general supervision of the Superintendent or other higher-ranked personnel allowing for some discretion in performing duties according to prescribed practices and procedures. Supervision is exercised over Sergeants, Corporals and Correction Officers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Superintendent and other higher-ranked personnel in the performance of prescribed duties;

Supervises corrections personnel and monitors assignments of Sergeants, Corporals and Correction Officers;

Acts as a liaison between higher-ranking personnel, non-commissioned officers and uniformed personnel;

Supervises and monitors radio systems including all communications received and transmitted at the Corrections Division;

Supervises Corrections Division records, such as fingerprints, arrest and accident reports, sealed and expunged records and certifications;

Supervises Corrections Division recruitment, retentions, training contracts (food, medical, vehicles) and telephone;

Maintains records, schedules, payroll, hiring and promotions;

Conducts inspections of the various workstations and security;

Oversees the maintenance of equipment including radio and security equipment to ensure compliance;

Oversees the repair and replacement of vehicles assigned to the Sheriff's Office;

Prepares and submits a variety of reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and techniques of

Corrections- First Sergeant**Page 2**

Corrections Law, State Commission of Corrections rules regulations/compliance, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of first aid techniques and applications; good knowledge of the operation of radio and other equipment assigned to the Corrections Division; good knowledge of the principles and modern practices of office management; skill in the use of firearms; ability to deal effectively with inmates under a variety of circumstances including periods of emotional disturbances and physical violence; ability to maintain order and discipline; ability to effectively communicate both orally and in writing; ability to prepare reports and maintain records; ability to supervise and plan the work of others; good powers of observation; thoroughness; dependability; honesty; good judgment; calm temperament; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a guard in a correction institution.

PROMOTION QUALIFICATIONS: One (1) year of permanent competitive class status as a Correction Sergeant OR two (2) years of permanent competitive class status as a Correction Corporal OR an equivalent combination of both.

ULSTER COUNTY
1825 COR FST SG
Classification: Competitive
Union: UCSEA

Adopted: June 8, 2023