



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR CORRECTIONAL OFFICER	Department:	MULTI
Job Code:	4122	Status:	NONEXEMPT
		Grade:	L-5

Summary

This is lead correctional work providing for the custody, care and safety of prisoners confined in the Regional Correctional Center and Municipal Court.

Work involves maintaining security of the Municipal Court; enforcing rules and regulations; ensuring the safety and welfare of prisoners; maintaining discipline and supervising prisoners in daily work crew assignments. As lead worker, assists and provides guidance to others and carries out additional operational and/or administrative assignments as made by correctional supervisors. Work involves operation of motor vehicles to transport prisoners to and from court, medical and dental services. Employees of this class are expected to exercise considerable independent judgment and control during disquieting conditions and events. Work is reviewed by reports submitted, observations and results obtained.

Duties and Responsibilities

- Performs various tasks and carries out critical operations, such as head counts, court transportation runs, money handling, processing inmates in and out, etc.
- Interacts with other Correctional Officers, court staff, jail staff and KCPD; may provide guidance and assistance to the same.
- Assists other Correctional Officers on the scene of difficult or dangerous interactions with prisoners..
- May act as assistant to the Correctional Supervisor and perform various delegated duties.
- Assigns tasks, duties and posts to Correctional Officers and assist in overseeing daily operations as needed.
- Keeps required records and submits reports.
- Performs related duties as required.

Technical Skills	<ul style="list-style-type: none"> ▪ Must demonstrate knowledge of policies and procedures: legal understanding of custodial orders. ▪ Must demonstrate ability to lead subordinates. ▪ Must demonstrate knowledge of the methods and techniques used in enforcing discipline of persons under restraint; individual and group behavior and the attitudes of prisoners under restraint; interpersonal communication skills; group dynamics and means of effectively dealing with people; correctional policy, procedure and practices. ▪ Must demonstrate ability to understand the purposes and methods of discipline and treatment required in a correctional institution; implement necessary control and discipline of inmates; use own judgment in handling difficult or ambiguous situations; manage inmates effectively through interpersonal communications; willingness to follow orders explicitly; control and direct inmates individually and in groups; basic computer operation; communication devices. ▪ Must demonstrate skill in using controlled force in restraining prisoners when necessary; helping other correctional officers improve their skills and abilities. ▪ Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions.
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Education and Experience	High school graduation and two (2) years of experience in a correctional setting with at least six (6) months at the level of Correctional Officer.
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Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ May be required to possess a valid CDL (Commercial Driver's License) Class A, B or C issued by the State of Missouri prior to the end of the employee's probationary period (appropriate CDL will be determined by the department). ▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies. ▪ Must pass physical examination as prescribed by the City. ▪ Will be required to pass a preemployment drug screen ▪ Must pass a background check as prescribed by the City.
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Supervisory Responsibility	None
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Supervision Received	Work is performed under general supervision.
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	9/06
Revised	1/15,8/22