



- Public Service
- Career Diversity
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### CORRECTIONAL SERGEANT

**Only Employees With Promotional Status In The Department of Corrections – Maine Correctional Center May Apply.**

**Code:** 520800

**Pay Grade:** 19 (\$18.49 - \$23.45/hr)

**Open for Recruitment:** June 13, 2017 – *until canceled*

#### JOB DESCRIPTION

This position is investigative and protective services work of a supervisory nature involving the custody, security, discipline, treatment, and rehabilitation of persons committed to an adult correctional facility. As a Correctional Sergeant, your work includes directing and overseeing subordinate officers in the progressive care and training of inmates, directing the handling of emergencies, and ensuring adequate staff coverage.

#### Typical Duties

- Directs, observes, and evaluates the day-to-day work activities of subordinate staff in order to ensure work requirements are accomplished properly.
- Supervises and participates in the development and implementation of treatment strategies and integrates daily activities with treatment goals in order to assist in the rehabilitative process.
- Observes, monitors, controls, and evaluates the activity and movement of prisoners within a specified area/unit in order to ensure observance of institutional rules and to ensure security and safety of the area/unit.
- Inspects living areas and institutional grounds in order to ensure rules and regulations are being observed and prisoners are properly secured.
- Monitors and reviews weekly evaluations of prisoner behavior in order to identify potential problems and ensure follow-up of evaluations.
- Schedules transportation of prisoners as needs arise in order to ensure safe, secure, proper and timely movement of prisoners.
- Trains subordinate staff in order to ensure competent work performance.
- Evaluates subordinates' performance, examines task outcome against job standards, and discusses evaluation with employees in order to keep employee informed of progress, provide motivation, fairly and objectively document levels of achievement, recommend approval or denial of merit increase/promotion, recommend discipline (up to and including termination), and ensure maintenance of a competent and effective workforce.
- Intervenes in and controls acts of negative behavior and violence using physical force, restraints, firearms, chemical weapons, and other methods in order to ensure and maintain order and security.
- Documents observations and prepares reports concerning individual and group interaction, participation, and progress made in treatment programs in order to provide professional and supervisory staff with accurate data for continuation or modification of treatment programs and activities.
- Serves as a fully participating, voting member of the Unit Management treatment team and is directly responsible for making decisions regarding transfers, classification status, and job assignments in order to assist in the rehabilitative process and ensure effectiveness of unit operations.
- Supervises the investigation and reporting of violation of institutional rules in order to ensure and maintain order, safety, and security.

## CORRECTIONAL SERGEANT

- Participates on grievance and disciplinary committees in order to provide information and assistance in ensuring effective and efficient unit operations.
- Oversees and directs the unit in the absence of the Unit Manager in order to ensure continuity of operations and maintain safety and security.

### MINIMUM REQUIREMENTS

In order to qualify, you must have two (2) years of experience as a Correctional Officer in a federal, state, or county correctional facility

**Licensing Requirement:** Completion of 80 hour Basic Corrections Training Course.

**\*Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$427.57 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$406.19 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$384.81 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$363.43 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2017

**Value of State's share of Employee's Retirement: 21.75% of pay.**