

Position Code: 7700	FLSA Status: Non-exempt
Pay Code: 4	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist in the operation of a correctional facility. The class is responsible for security, inmate health and welfare, and other inmate or correctional facility activities. The class works according to set procedures under direct supervision.

TYPICAL TASKS

- Processes inmates into and out of correctional facility including forms and log preparation, searching, explaining procedures, and determining any personal issues.
- Performs security checks and rounds to insure inmates and facilities are secure.
- Makes inmates available and/or transfers for legal, medical, court, or other activities.
- Oversee inmate meals, recreation, exercise, or other activities.
- Performs administrative functions such as recording information, filing, monitoring supplies or materials, phoning, and copying.
- Attends staff or training meetings to exchange information; attends in-service training and other technical classes to improve technical, law enforcement, or correctional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual, a few coworkers, and inmates.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	This class does not require any experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Records. Must be able to complete training and certification in the use of special equipment, tools, and/or weapons including the taser and OC (oleoresin capsicum) spray.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

City of Chesapeake

Class Title: Deputy Sheriff Trainee

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 06/17/14