

Worcester County Job Opportunities

DEPARTMENT: WORCESTER COUNTY JAIL
JOB TITLE: ASSISTANT WARDEN

COMPENSATION: NON-CLASSIFIED
APPLICATION PERIOD: 8/27/2020- 4PM 9/11/2020

JOB SUMMARY: This individual is responsible for the security and custody of the Worcester County Jail, which includes the supervising activities of all Correctional Officers and the duty assignments for all three shifts, as well as maintaining order and discipline among inmates and staff. Reports directly to the Warden.

GENERAL REQUIREMENTS:

- Drug and Alcohol Testing
- Pre-employment background check and motor vehicle history
- Essential personnel, may be required to work any shift, and subject to emergency call-back with little or no notice

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assigns, schedules, and supervises work activities of Correctional Officers and inmates to provide 24 hour overall coverage for the Jail.
- Supervises staff and makes recommendations for same regarding personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action.
- Conducts inspections and patrols the Jail to determine if it is secure, to ensure compliance with all rules and regulations by Correctional Officers and inmates.
- Monitors inmate behavior for the purposes of discovering irregularities
- Directs the receiving and inspection of prisoners, the collection and inspection of personal articles of the prisoners and the issuing of prison clothing
- Conducts routine or special searches of all parts of the Jail, and of the prisoners for contraband articles
- Responsible for preparing and maintaining various records regarding the activities of the Jail and its inmates
- Trains Correctional personnel in new procedures when such a function is assigned.
- Counsels and advises subordinate Correctional Officers on institutional problems and confers with the Warden on operation improvements.
- Performs the duties of lower level Correctional Officers when necessary.
- Develops and implements policies and procedures as needed
- Ensures the appropriate classification of all inmates and housing
- Provides appropriate programs for inmates during their incarceration
- Manages disciplinary actions and inmate grievances
- Coordinates voluntary programs
- Supervises and schedules services of classification staff
- Schedules and supervises the transportation unit for the jail
- Supervisors inmate health care
- Schedules and supervises service personnel, dietary planning, ordering/managing inventory of all food supplies
- Manages the compliance of annual training for staff
- Supervises the maintenance of the facility
- Oversees the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures compliance with records retention schedules
- Ensure confidentiality of information and records
- Coordinates audits as needed
- Coordinates with the Sheriff, Courts, State's Attorney, as well as other law enforcement or judicial agencies with regard to acceptance, confinement and release of inmates.
- Supervises the Jail in the absence of the Warden
- Supports, enforces, adheres to the Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as assigned

QUALIFICATIONS AND SKILLS:

- Bachelor's degree preferred
- Two years college coursework related to either law enforcement or corrections along with a minimum of five years experience in a management supervision capacity. Must obtain bachelor's degree within 2 years.
- A working knowledge of facility systems as they relate to the maintenance of the Jail.
- Must be certified by the Maryland Correctional Training Commission.
- Knowledge of jail's administrative and ICE practices.
- Valid driver's license and driving record of less than 4 points (MD).
- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentations, provide leadership and motivation to department employees, communicate effectively and professionally with coworkers and the general public.
- PREA Investigator
- Food Service certifications preferred (i.e. Serve Safe)
- Aspiration to become the Warden preferred

KNOWN HAZARDS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Constant sitting; Occasional standing & walking, reaching, stooping and lifting of objects up to 10lbs; Rare standing and walking for long periods; Sitting, running, bending, kneeling stretching and reaching, high levels of physical exertion required to lift or restrain inmates. Low risk for injury operating office equipment. Rare exposure to inmates with physical, mental and emotional limitations including contagious diseases and loss of control of bodily functions; A generally hostile environment is created by inmates using obscene language, gestures and behavior.