

## Job Classification Specification

### Jobcode Data

Effective Date                      Job Code 045749                      Status A                      Reg/Temp Preferred

Description CORRECTIONAL OFFICER 2\*

Minimum Salary Range \$3542.00      Maximum Salary Range \$5300.00

### Job Classification Specification

Effective Date 06/15/2023

#### SUMMARY

**Summary:** Under general supervision, is responsible for correctional work of average difficulty; and performs related work as required.

**Distinguishing Features:** This is the working level class in the Correctional Officer sub-series. An employee in this class performs correctional work at a state penal institution involving the custody, transport, and rehabilitation of inmates, and may be assigned to work any shift. This class is flexibly staffed with and differs from the Correctional Officer 1, in that an incumbent of the latter performs entry-level work. This class differs from that of Correctional Corporal in that an incumbent of the latter acts as a minor supervisor.

#### RESPONSIBILITIES

1. Supervises inmate activities in housing units, dining areas, recreation and work areas, and attends to the medical, visitation, personal property, and recreational needs of the inmates.
2. Inspects and patrols the grounds for contraband, unauthorized personnel, and other security risks.
3. Checks in new inmates by assigning accommodations, searching for contraband, issuing clothing, and storing personal property.
4. Observes inmate behavior; counsels with inmates and family about problems; evaluates inmates on room and personal hygiene, attitudes towards employees and other inmates, and sends this evaluation to the counseling department.
5. Attends a variety of meetings such as staff meetings, disciplinary board meetings, and training for riot control, escape prevention, and first aid.
6. Prepares a variety of reports such as daily logs, disciplinary reports, records of inmates' jobs and pay, daily inmate counts, and requisitions for office supplies.
7. Operates and utilizes a variety of equipment including two-way radios, firearms, mace, electronic gates, television cameras, and may operate motor vehicles.

8. Ensures the safety of residents through the supervision of their daily activity
9. Breaks up fights or other potentially dangerous situations by persuasion or the use of physical force.
10. Carries out and explains existing policies and procedures to others.

## QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time adult correctional security work or adult correctional security work with a federal or state agency or a local agency accredited by the American Correctional Association (ACA). Substitution of Experience for Required Education: Qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year-for-year basis.**Necessary Special Qualifications:** Applicants for this class must:

1. Be willing to and able to qualify with, carry, and use assigned weapons
2. Be at least eighteen (18) years of age on the date of application
3. Be a citizen of the United States
4. Have a good moral character, as determined by investigation
5. Complete a criminal history disclosure form in a manner approved by the appointing authority
6. Agree to release all records involving their criminal history to the appointing authority
7. Supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check
8. Have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed
9. Pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
10. Pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
11. Submit to and pass a pre-employment screening test for use of illegal drugs
12. Possess a valid motor vehicle operator's license at the time of appointment in some positions
13. Upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

**Examination Method:** Education and Experience, 100%, for Preferred Service positions.

## COMPETENCIES

**Competencies:**

1. Composure
2. Problem Solving
3. Time Management
4. Listening
5. Ethics and Values
6. Conflict Management
7. Approachability
8. Decision Quality
9. Organizing
10. Written Communications

**Knowledges:**

1. Customer and Personal Service
2. Law and Government
3. Public Safety and Security

**Skills:**

1. Active Listening
2. Critical Thinking
3. Learning Strategies
4. Reading Comprehension
5. Speaking
6. Writing
7. Coordination
8. Persuasion

**Abilities:**

1. Memorization
2. Number Facility
3. Oral Comprehension
4. Oral Expression
5. Problem Sensitivity
6. Written Comprehension
7. Written Expression
8. Speech Clarity
9. Speech Recognition

**TOOLS & EQUIPMENT**