



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:**           **APRIL 3, 2017**

**CLOSES:**       **MAY 16, 2017**

**JOB TITLE:**   **CORRECTIONAL OFFICER**

**DEPARTMENT:** **LAW ENFORCEMENT**

**REPORTS TO:** **CORRECTIONAL SUPERVISOR**

**HOURS:**       **40 HRS/WK – FULL TIME**

**SALARY:**       **BASED ON SALARY MATRIX + BENEFITS**

**DISCLAIMER:** *POSITION IS GRANT FUNDED; INDIAN PREFERENCE WILL BE APPLIED*

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### **POSITION SUMMARY:**

Provides care and custody of inmates and maintains order and discipline among the inmates within the Puyallup Tribal Restorative Correctional Facility, a minimum-security facility, by enforcing the standards, rules and regulations governing the operations of the detention/correctional facility and programs, and the confinement, safety, health and protection of inmates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Operates the minimum-security corrections facility on a 24-hour 7 day a week basis and observes and maintains quality control of inmates by performing welfare checks every thirty minutes.
2. Upon admission, provides inmates with an orientation into the facility's philosophy and rules.
3. Books, searches and releases inmates. Ensures that inmates are released from the facility according to established regulations and operational descriptions.
4. Safely transports inmates to Court, doctor appointments and other facilities as needed. Ensures that document packages for inmates are in order and exit documents for departures are correct. Is responsible for total welfare and safeguarding of the inmate and his/her belongings during transport and delivery.
5. Provides for vehicle safety and security by providing defined inmate supervision, searches, transportation, classification and counts, along with maintaining fire safety, key control, perimeter security and compliance with inmate rules. Conducts security checks and maintains security in all areas of the jail by supervising inmate movement, maintaining discipline and preventing the introduction of contraband in the facility.
6. Instructs inmates in housekeeping, sanitation and in the proper use and care of tools and equipment used in sanitation and the proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
7. Documents all activity and prepares reports as necessary.
8. Coordinates, and supervises inmate services, activities and programs, (i.e., access to medical care, courts, mail, recreating, library, work programs, religious, food, laundry and counseling services).

9. Investigates suspected rule violations and takes informal actions to correct inmate behavior, using the minimum physical restraint necessary to maintain security in the jail and the safety of staff and prisoners.
10. Answers telephone calls and monitors jail access and movement throughout the facility.
11. Remains calm in emergency situations in order to collect all pertinent information accurately.
12. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school diploma or general education degree (GED). Strong communication skills and knowledge of computer use is required. Must be able to accurately type 25 WPM.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Entry Level Candidates:**

Must be able to complete the Bureau of Indian Affairs Basic Corrections Training within one year of hire.

Must complete a one-year probationary period with the Law Enforcement Department after successful completion of the Basic Corrections Training. Must successfully complete field training.

#### **Lateral Candidates:**

Must have a minimum of two years experience as a Correctional Officer, and have worked as a Correctional Officer within the past two years. Graduate of the Basic Corrections Officer Training Program (BCOTP) – Indian Police Academy or other Bureau of Indian Affairs approved basic corrections academy. Must submit proof of Academy certification.

*Lateral candidates can be exempted from the written/physical agility test if Academy certified and have two years experience as a Correctional Officer and has worked as a correctional officer within the last two years. Lateral candidates must submit proof of Academy certification.*

#### **All Candidates:**

Must have and maintain an unrestricted valid state driver's license and be insurable. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a GSA vehicle.

Must have no felonies.

Must be able to successfully complete a physical agility and written test; oral interview, psychological evaluation, polygraph and medical/drug screening as part of the hiring process. *Lateral candidates can be exempted from the written/physical agility test if Academy certified and have worked as an officer within the last two years. Lateral candidates must submit proof of Academy certification.*

Must be able to successfully complete periodic physical and psychological evaluations during entire length of employment.

Must be able to acceptably complete a criminal background check prior to and periodically throughout employment.

Required to attend necessary trainings.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with internal and external stakeholders.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Other Requirements**

- Ability to communicate and deal empathetically with people from varied and diverse cultural backgrounds.
- Ability to communicate effectively with inmates, win their respect and confidence, and establish and maintain continuing constructive relations with them.
- Must maintain strict confidentiality at all times.
- Must establish positive, respectful and professional relationships with co-workers, supervisors, management, and others.
- Employee is responsible for keeping self drug free and is subject to random drug screens.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must be able to work other than normal duty hours, which may include evenings, weekends, holiday, and/or overtime due to the 24/7 operation of the facility.
- Requires the ability to read, write, communicate and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to talk and hear and use hands to finger, handle or feel.
- The employee frequently is required to sit, stand, walk, push and/or pull, kneel, stoop, crouch or crawl, reach with hands and arms. There may be arduous physical exertion involved when transporting, lifting, restraining inmates in emergencies, and in participating in the escape and walk-away hunts.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be physically capable of performing efficiently the duties of the position and be free from such defects or disease as may constitute employment hazards to themselves or others.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is moderate.

May be subject unusual mental and nervous pressure. Daily stress, exposure to disease and exposure to potentially dangerous situations such as direct physical attack are an inherent part of this position.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*