

Correctional Sergeant Employment Register

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Job Class Code: 5208

Grade: 19

Salary: \$22.70/hr to \$28.50/hr

Open: December 27, 2021

Close: Until Closed

Candidates who are interested in future job opportunities as a Correctional Sergeant should apply for this opening. If you qualify, your name will be placed on a register. When there is a vacancy the agency will request names from this register. See "Review Process" below for more detail.

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 residents, 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 residents 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 residents are properly secured.
- + Monitors and reviews weekly evaluations of resident behavior in order to identify potential problems and ensure follow-up of evaluations.
- + Schedules transportation of residents as needs arise in order to ensure safe, secure, proper and timely movement of residents.
- + 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 to in order to ensure and maintain order, safety, and security.

- + 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 QUALIFICATIONS

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.

REVIEW PROCESS:

The information you provide in the application, work history and supplemental questions will be compared to criteria developed by experts who are familiar with this job and its requirements, and converted to a numerical score. If you have met the minimum qualifications you will be placed on a register with the Bureau of Human Resources . A register is a list of candidates who met the minimum qualifications for a position. When there is a job opening at a facility, an eligibility list (Certification) of candidates will be sent to the hiring authority for consideration.

Certification to Vacancies

Eligibility lists for each classification are comprised of applicants who have successfully completed all phases of the examination process.

When a request to fill a vacancy is received, the names of the top six candidates (more if there are tie scores) are sent to the hiring agency. Normal order of referral is:

- + Employees on lay-off status from Maine State Government
- + Current employees of the hiring agency
- + Current Maine State Employees in other hiring agencies
- + Candidates on reemployment status (former Maine State Employees)
- + Candidates not currently employed by the State of Maine

BENEFITS (updated July 1, 2020)

The bi-weekly dollar values of some State-paid benefits for full-time employees include: \$14.60 for dental insurance; 18.91% of employee's pay towards retirement; and, depending on the employee's annual pay, at least 85% (\$400.34) of health insurance premiums (more information is available here (<https://www.maine.gov/bhr/oeh/benefits/som-health-plan/premium-rates>)). Participation in the Health Premium Credit Program (<https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>) can increase state-paid health insurance benefits by 5%.

Maine State Government is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request.