



## CORRECTIONAL TECHNICIAN

**Department:** Sheriff  
**Job Class:** 245600  
**Pay Range:** General 44

**FLSA Status:** Non-Exempt  
**Represented:** Yes  
**CSC Approved:** 12/11/01

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Correctional Technicians are responsible for providing assistance to jail operations in the areas of inmate laundry and supply warehouse. Correctional Technicians oversee inmates performing assigned duties and interact with inmates and correctional staff on a regular basis.

### **ESSENTIAL FUNCTIONS:**

- Oversee the work of inmates in the laundry and supply warehouse.
- Receive and distribute supplies.
- Order and store jail operational supplies; maintain inventory of various supplies and equipment.
- Responsible for the daily operation of jail laundry; maintain inventory of laundry supplies and inmate clothing; ensure laundry equipment is in good working order and that the work area is clean and orderly; order clothing and supplies as needed.
- Orient inmates to program protocols, work requirements and expectations.
- Ensure work area and equipment safety procedures are followed.
- Perform minor equipment maintenance and repair.
- Determine equipment and methods for accomplishing duties within a specified time frame.
- Assign inmates to various work assignments.
- Operate personal computers, word processing equipment and data processing equipment using a variety of source documents and formats.
- May be assigned to perform the same level of work in other functional areas, on a temporary or fill-in basis.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed independently under general supervision from an immediate supervisor, and is reviewed for accuracy, productivity and compliance with established procedures. Correctional Technicians receive general supervision from and report to Correctional Sergeants or higher-ranking officers. This position is responsible for overseeing inmates as they perform various duties in or around the jail.

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**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. A Correctional Technician works primarily indoors, within the confined space of a maximum security adult detention facility. Travel to and from work sites may be required. Correctional Technicians may be exposed to bio-hazardous material. Correctional Technicians have direct contact with inmates in a correctional institution on a daily basis and are exposed to a variety of potentially volatile and dangerous situations. Correctional Technicians may be required to defuse confrontation and/or physical altercations, and call for emergency assistance when necessary. Work schedules include shift work, holidays and weekends.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Correctional Technician position has a variety of physical requirements including walking, standing, sitting, climbing, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, pushing/pulling objects, handling, digital dexterity, twisting, talking, hearing and seeing. Correctional Technicians must be able to lift 40lbs; climb ladders; clearly distinguish and identify colors; safely drive a vehicle; clearly discriminate electronic, mechanical and human sounds and/or operate other required equipment in a safe and lawful manner for the protection/safety of self, inmates and of other employees.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Standard safety procedures.
- Basic principles of supervision.
- Various communication styles.
- Basic mathematics.

**Skill in:**

- Scheduling work projects to ensure timely completion.

**Ability to:**

- Effectively interact with people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Exercise discretion without fear or favor.
- Set, communicate and enforce limits.
- Respond quickly to situations requiring safety and protection of self and others.
- Work as part of a team under the command of Sheriff's supervisory personnel.
- Maintain composure and relate effectively to irate and/or emotional inmates.
- Handle supplies and laundry equipment using appropriate safety procedures.
- Establish and maintain effective working relationships with staff, inmates, other agencies and the public.
- Operate office equipment and personal computers associated with the position.
- Work a flexible schedule, which may include evenings, weekends, overtime and holidays.

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**KNOWLEDGE, SKILLS AND ABILITIES (continued)**

**Ability to: (continued)**

- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** High School diploma or G.E.D. certificate is required. United States citizenship and the ability to read and write the English language is required by RCW 41.14.100.

**SPECIAL REQUIREMENTS AND QUALIFICATIONS:** Minimum age of eighteen (18) at time of appointment is required. Ability to successfully complete Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. Entrance to and successful completion of the Corrections Support Academy is a condition of continuing probationary employment. Must have a valid Washington State driver's license at time of appointment and be able to provide proof of insurability.