



Council-Mayor Government
Jeff Tilton, Mayor

The City of Zanesville

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CIVIL SERVICE COMMISSION

OFFICIAL NOTICE OF CIVIL SERVICE EXAMINATION PROMOTIONAL/OPEN COMPETITIVE

The Civil Service Employment Office is now accepting applications for the position of Assistant Jail Administrator in the Jail Division for the City of Zanesville. This exam is open for consideration to all qualified and interested City employees and the general public.

POSITION & JOB NUMBER : Assistant Jail Administrator

DIVISION/DEPARTMENT : Jail Division/Public Safety Department

PAY RANGE : Range S-1 @ \$23.98/hour

HOURS PER WEEK : 40 Regular Hours
Must be available to work overtime

TIME PERIOD TO APPLY : April 8 – April 19, 2019
9:00 – 11:00 a.m. and 1:00 – 4:00 p.m.
Closed for lunch at 12:00 – 1:00 p.m.

PLACE TO APPLY : Civil Service Employment Office
Municipal Building
401 Market Street - First Floor
Zanesville, Ohio 43701
Phone: (740) 617-4877

JOB REQUIREMENTS AND QUALIFICATIONS

An appropriate combination of education, training, coursework and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. An example of an acceptable qualification is: certification from Basic Correction Officer Training School. Minimum of five (5) years correction/law enforcement experience which includes two (2) years of upper-management experience.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio driver's license; completion of State 132 hour Correction Academy (within six months of hire or nearest available date for school) or equivalent; U.S. citizen.

DISTINGUISHING JOB CHARACTERISTICS

Under administrative direction (Jail Administrator & Chief of Police) is responsible for the administration of management of a full-service facility.

Supervises Corrections Officers in performance of job duties and responsibilities.

Required Bureau of Adult Detention training and certifications up-to-date and on file.

Responsible for jail operations and Corrections Officers. Controls prisoner behavior to maintain security within the Zanesville City Jail.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

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Supervise and assume responsibility of jail safety and security during assigned shift. Maintain discipline and ensure jail policies and procedures are followed.

Assign, direct and evaluate work activities and recommends discipline or commendation in a manner consistent with established policy, procedures and rules.

Conduct shift meetings with all subordinates on assigned shift to maintain and enhance effective lines of communication.

Conduct investigations and prepare reports for Jail Administrator on complaints filed against Corrections Officer personnel under supervision.

Monitor and guide subordinates in an efficient and positive manner. Prepare performance evaluations for Jail Administrator. Initiate, read, evaluate and process correspondence and memorandums relative to operations and administrative activities.

Maintain records; prepare and review reports of shift activity. Submit reports to Jail Administrator and Chief of Police.

Maintain and ensure staff schedule for assigned shift in compliance with jail standards.

Assist in formulation, evaluation and/or implementation of jail facility training programs. Participate in training programs and conferences to learn new or revised regulations, policy or procedures. Conduct in-service training; maintain current knowledge of laws and ordinances governing City and Minimum Jail Standards.

Supervise processing and care of arrestees and prisoners.

Arrange and schedule programming including mental health counseling, Alcoholics Anonymous programming, and library service and drug rehabilitation.

Define classification and classify inmates into appropriate group to receive medical services and programs.

Coordinate officer assigned to jail transports for transportation of jail inmates.

Ensure jail facility is maintain in proper operating and sanitary conditions for assigned shift in compliance with jail standards.

Be responsible for the uniformity of the department's quarter master program insuring that all Corrections Officers' uniforms are in good condition.

Be responsible for maintaining commissary account; making sure that all documentation is correct.

OTHER DUTIES AND RESPONSIBILITIES

As assigned by Jail Administrator.

SCOPE OF SUPERVISION

Corrections Officers

EQUIPMENT OPERATED

Jail radio; intake camera; electronic fingerprint machine; some inmate control devices such as Tasers and mace; computer; computer printer; fax machine; calculator; copier; tape recorder; other office equipment; jail security and emergency equipment.

CONTACT WITH OTHERS

General public; associates; victims; witnesses; convicted criminals; division heads; Municipal Court Judge; attorneys; Prosecutor; Law Director; Mental Health and hospital personnel; Bureau of Adult Detention; community service agencies; other corrections facilities and other officials.

CONFIDENTIAL DATA

LEADS/NCIC information; police emergency procedures (e.g., hostage negotiation plan); inmate criminal case investigation evidence; jail security procedure; internal investigations and other information as assigned by Jail Administrator.

WORKING CONDITIONS

Good working conditions but with continued exposure to incarcerated inmates and exposure to life threatening or other dangerous situations and extreme stress.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Corrections procedures and methods; departmental policy and procedures; supervisory practices; Federal, State and Local laws; corrections safety procedures; jail standards and security procedures; Bureau of Adult Detention Regulations.

Ability to: Maintain officer discipline and morale; apply basic supervisory principles to work situations; interpret and apply Jail Department policy and procedures; delegate work and establish work priorities; define and resolve work problems, collect data, establish facts and draw valid conclusions; recognize unusual, threatening or emergency situations and take appropriate action, understand, interpret and apply laws, rules or regulations to specific situations; prepare accurate documentation; communicate effectively in written and oral form; develop and maintain effective working relationships internally and externally; maintain confidentiality of confidential and sensitive subject matter; deal effectively with possible irate citizens; effectively monitor and control prisoner behavior; maintain fitness standards.

Skill in: Basic supervisory principles; written and verbal communication; interpersonal communication; leadership; CPR/First Aid; public relations; search and seizure, use of some weapons; use of correction security and emergency equipment; jail rules and regulations. Enforces the Rules and Regulations of the Zanesville City Jail and works with administrators when establishing new regulations.

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AN EQUAL OPPORTUNITY EMPLOYER

General Information

Applicants must submit a completed application to the Civil Service Employment Office by the deadline date. Résumés and any documentation can be submitted at the time of application. All applications will then be reviewed by the Civil Service Commission to ascertain that minimum qualifications are met. As a result of their evaluation, applicants will be notified if they have been approved to take the examination.

The Civil Service Exam will consist of a structured interview. Date of interview is to be determined. Applicants may be required to submit to a polygraph.

DEADLINE TO APPLY: April 19, 2019 @ 4:00 p.m.

<u>Distributed to</u>	
Budget & Finance Director	Auditor
Public Safety Department	Mayor
Public Service Department	Treasurer
Clerk of Council	CSC

<u>General Information</u>
Referral: CSC Agenda 4/1/19
Date of Issue: 4/8/19
Number for Year: 4