

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE: Corrections Corporal**

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**DATE: February 25, 2013**

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**APPROVED BY:**

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**REPLACES:** **Date: January 1, 2012**

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**I. IDENTIFICATION**

Job Title: Corrections Corporal

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Corrections Sergeant

Supervises: Corrections Officers

**II. JOB SUMMARY**

This is a supervisory, second in command to the Corrections Sergeant. This position involves investigative and protective services work in monitoring and overseeing the security functions at a correctional facility for an assigned shift. Work includes directing and reviewing the activities of subordinate personnel, implanting operational procedures, directing the handling of emergencies, and ensuring adequate staff coverage is maintained. Work is performed under general supervision.

**III. CORE ELEMENTS OF THE JOB**

**A. Essential Job Functions\*\***

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**IV. SPECIFICATIONS / QUALIFICATIONS**

**A. Education / Training (Minimum Required and Preferred)**

1. High school graduate or equivalent.
2. Prefer two (2) year degree in Law Enforcement or equivalent.
3. Maine Criminal Justice Academy Corrections Certified or equivalent required.

**B. Job Related Experience (Minimum Required and Preferred)**

1. Experience in institutional cooking.
2. Supervisory/Management experience preferred.
3. Special Diet preparation experience preferred.

**C. Special Skills**

1. Must have computer knowledge and skills.
2. Must be able to prepare and prioritize multiple tasks eff
2. Must be able to demonstrate leadership abilities.

**D. Special Job Requirements**

1. Minimum 21 years of age.
2. Successfully pass departmental testing and oral boards.
3. Successfully pass a full criminal and motor vehicle background check.
4. Must initially be medially cleared and “fit tested” to wear a respirator (M95 type) and then evaluated annually thereafter.

**E. Cognitive Requirements**

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules and regulations applicable and enforced by the Penobscot County Sheriff’s Office.
4. Knowledge of Penobscot County Sheriff’s Office Policies and Standard Operating Procedures.
5. Knowledge of laws regarding inmate’s rights.
6. Knowledge of general Police methods.
7. Basic knowledge of applicable Collective Bargaining Agreements.

**F. Physical Requirements**

1. Successfully complete physical assessment based on Departmental Functional Job Description – Corrections Corporal.

**G. Work Environment**

1. Majority of time spent within Correctional Facility; occasionally duties require work outside of the secure perimeter.

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.