

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Support Services Sergeant

DATE: January 16, 2013

APPROVED BY:

REPLACES:

DATED: January 1, 2012

I. IDENTIFICATION

Job Title: Sergeant- Support Services

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Lieutenant of Support Services

Supervises: N/A

II. JOB SUMMARY

This position has the responsibility of the purchasing of supplies and overseeing the maintenance of equipment, and other non scheduled duties as deemed necessary by the Administration.

The officer is responsible for establishing a record system that will track vendors, address, supplies, and costs. In addition to ordering supplies the officer is responsible for tagging, issuing, storing and tracking purchased items. Free gifts will be forwarded to the Administrative Assistant for departmental activities.

Each Tuesday the Support Service Sergeant will forward a list of items to be purchased on a form approved by the agency. Price comparison between three vendors will be supplied on the form. Approved items will receive a purchase order. No purchase can be made without express permission of a person of the rank of Lieutenant or above and then only for emergency situations.

This person is responsible for the management of inmate that helps assigned to the Administrative side. **Also Performs daily on-site checks of Superior Court and Law Enforcement Trustees in conjunction with Program Corporal.**

The Support Services Sergeant will be responsible for other duties as assigned by higher authority.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Support Services
 - a. The individual assigned to this position must have organizational and computer skills as well as interpersonal skills.
 - b. This position carries significant responsibility in that it has fiduciary responsibility as well as being a critical supply and maintenance function of the Penobscot County Sheriff's Office.
 - c. Process computer skills to include basic knowledge of word processing and spreadsheet applications.
 - d. Have general math skills and ability to understand a budget and work within its parameters.
 - e. Have significant organizational skills to include daily long term activities.
 - f. Possess a valid Maine driver's license.
 - g. Have the expertise to negotiate costs and contractual agreements with vendors to be approved by senior management,
 - h. Be of good character and possess exceptional interpersonal skills with members of the public, vendors, employees, and the management team.
 - i. Have a good knowledge of the Penobscot County Sheriff's Office facilities, including the jail, its equipment, commodities, and consumables.
 - j. Have a general knowledge of vehicles, equipment, and maintenance and registration as it pertains to the law enforcement fleet.
 - k. Have the ability to meet the requirements of the departmental functional job description and testing procedures.
 - l. Ability to supervise inmate trustee helpers.

B. Other Related Duties / Responsibilities

1. In addition to the above essential functions, other required job duties and functions will be expected to be performed by the Support Service Sergeant. These duties will include, but are not limited to, the following:
 - a. Will carry out Corrections Officer's supervisory duties when needed as outlined in Penobscot County Sheriff's Office Service Manual provided that the individual maintains necessary certification.
 - b. When requested, participate in departmental shifts, supervisory meetings, and may sit in on various boards and panels to include Fleet Safety Board.
 - c. Participate in mandatory training to maintain certification.
 - d. Participate in shakedowns and evacuations if needed.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent (required).

2. Maine Criminal Justice Academy Corrections Officer certified or equivalent (required).
3. Advanced computer skills including knowledge of Microsoft Word/Excel (preferred).

B. Job Related Experience (Minimum Required and Preferred)

4. Two year experience with the Penobscot County Sheriff's Office as a Corrections Officer (preferred).
5. One year supervisory experience (preferred).

C. Special Skills

1. Must have personal computer knowledge and skills.
2. Must be able to prepare and prioritize.
3. Must have overall knowledge of PCLES system (Required).

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successfully pass departmental testing and oral boards.
3. Successfully pass full criminal and motor vehicle background check.
4. Must possess a valid Maine driver's license.
5. Must initially be medically 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 or oral instructions.
3. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
4. Knowledge of general police methods.
5. Knowledge of laws regarding inmate's rights.
6. Basic knowledge of applicable Collective Bargaining Agreements.

F. Physical Requirements

1. Successfully complete physical assessment based on the Department functional job description- Support Services Sergeant

G. Work Environment

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

V. NON-ESSENTIAL FUNCTIONS (PREFERRED)

1. Have the ability to be qualified as law enforcement.
2. Have the ability to be weapons qualified if employed as a commissioned officer.

PREPARATION/AUTHORIZATION

Prepared by: Intern

Reviewed by:

Original Date: 06-15-95

Revised Date: 05-27-11, 01-16-13

Approved by:

**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.