### JOB BID

<table>
<thead>
<tr>
<th>Bid Number:</th>
<th>CORCPL-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Corrections Corporal</td>
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<tr>
<td>Group:</td>
<td>Corrections Position</td>
</tr>
<tr>
<td>Vacancy:</td>
<td>1</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>07/23/2020</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>08/02/2020</td>
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<tr>
<td>Pay Scale:</td>
<td>9</td>
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</tbody>
</table>

*All bids must be emailed to the following email address and received prior to the close of business on the Bid closing date listed above:*

**merit.systems@knoxcounty.org**

For more information please review the attached job description or contact the Personnel office at 971-3914.

**400 Main Street  .  Knoxville, Tennessee 37902  .  (865) 215-2432  **

*www.knoxsheriff.org*
Knox County Sheriff's Office
Position Description

CORRECTIONS CORPORAL

Date of last revision: September 2018

Job Code: Job Grade: 9
FLSA Status: Exempt Division:
Reports to: Sergeant (Unless otherwise directed)

Civilian position X Corrections position Law enforcement position

Position Summary

The Corrections Corporal has the primary responsibility to support the unit shift supervisor in ensuring the safety and security of the facility and proper usage of staff.

Required Duties

The following are required duties of this position:

1. Conducts roll call in the absence of the unit shift supervisor.
2. Keeps staff records updated and reviews all staff reports.
3. Assists unit shift supervisor with daily work schedule and the 28 day shift schedule.
4. Provides input to unit shift supervisor for employee performance evaluations.
5. Prepares and maintains reports of all incidents.
6. Other duties as assigned.
7. Required to self-report any prior or future PREA misconduct involving sexual abuse/sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
8. Meet PREA First Responder guidelines

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.

Experience Required

The following experience is required for this position:
1. Minimum of 1 year experience as a Correctional Officer.
2. Achieved Corrections Corporal eligibility by meeting all merit council requirements.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to critically evaluate information obtained from a number of sources.
2. Ability to respond to problems and resolve conflict.
4. Ability to compile information into report format for analysis.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically and mentally able to handle unruly inmates.
2. Must be physically and mentally able to operate a variety of law enforcement equipment, including firearms.
3. Must be physically and mentally able to have direct contact with inmates.
4. Must maintain a lifting limit of no less than 50 pounds.
5. Must maintain the ability to work any hours, any shift and any days off during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Multi-line telephone
3. Photocopier
4. Fax machine

The Knox County Sheriff's Office is an equal opportunity employer.