

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39002
Job Class Code:	660	Salary Schedule:	ACOACAD
EEO Category:	04	Grade:	1
Workers Comp Code:	7720		

Job Code Established:	07/03/04	Effective Date:	07/03/04
Job Code Revised:	6/3/2020	Effective Date:	

JOB CODE TITLE: CORRECTIONAL OFFICER 1

CHARACTERISTICS OF THE JOB CODE: Learns and demonstrates proficiency in the role of a Correctional Officer II during classroom and field instructions at a Correctional Officers Training Academy (COTA).

EXAMPLES OF DUTIES:

- Learns and applies the following subject matter covered by the COTA curriculum: Administrative; Ethics and Professionalism; Inmate Management; Legal Issues; Communication; Officer Safety; Security, Custody, and Control, including the use of weapons and related security and control equipment. Emergency Procedures; Conflict and Crisis Management; Medical and Mental Health

WORK CONDITIONS: Rigorous physical training and intensive classroom and field instructions, including use of weapons and related security and control equipment. Must work in a team environment to include use of interpersonal verbal communications, role plays and practical exercises.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal and State laws, and principles of proper grammar.

Skill/Ability to: Observation, communication, and basic mathematics; Federal, State and agency laws, rules, regulations, policies, and procedures governing the employee and inmates; Principles and practices of security procedures, including order and discipline of inmates; Principles and practices of fundamental communication used in interactions with inmates; Principles and practices for observing and supervising inmates at work, recreation, meals, and other activities; Principles and practices of performing security control of institutions and inmates; Principles and practices of receiving, transmitting, and carrying out written or verbal orders, and maintaining a calm and even temperament under stressful conditions; Methods, techniques, and practices of security procedures, including the use of weapons and related security and control equipment.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: High School graduation or a General Equivalency Diploma (GED). Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must be 21 years of age prior to admission in a Correctional Officers Training Academy. Must possess a current Arizona Driver's license appropriate to the assignment. Must take and pass oral and written interviews and tests including medical/physical and psychological examinations and pre-placement drug screening. Must undergo a background investigation and have no felony convictions.