

**Walla Walla County
Position Description**

JOB TITLE: Administrative Deputy Jail Commander

DEPARTMENT: County Corrections Department

REPORTS TO: Director of Corrections & Jail Commander

PAY GRADE: 8, Full-time (40 hours/week); FSLA Exempt; Benefits Apply; Non-Represented

JOB SUMMARY: This is an administrative, supervisory, and operations coordination position. Position provides direct supervision of the following positions: Jail cook, warrants clerk, transport/chain officer and work crew supervisor and other administrative staff. Provides occasional supervision of Corrections Sergeants if needed and works closely with the Jail Commander and the Director of Corrections to ensure the continuity of daily operations. The Administrative Deputy Commander serves as a role model for subordinates and interfaces directly with Corrections stakeholders and agency partners. The Administrative Deputy Commander reviews all written staff reports and other relevant material and submits required reports to Jail Commander. The Deputy Commander reviews all admissions, transfers, and releases to identify potential performance deficiencies and takes proper corrective action when necessary. The Deputy Commander serves as Jail Commander in the Commander's and Operation Deputy Commander's absence. The Administrative Deputy Jail Commander serves as the Corrections Training Coordinator, and is responsible for identifying, monitoring, and managing training deficiencies, needs, and resources.

This position provides administrative, payroll, accounting and general office support to the Corrections Department Administration. Position provides accounting support for the Inmate Trust Fund, inmate ancillary services and manages all aspects of the warrant and bail processes. The work is of a confidential nature, requires a thorough knowledge of the department's purpose, policy, function and practices, and is performed with minimal supervision and responsibly. There are regular and recurring duties, as well as special projects and duties as assigned.

SUPERVISORY RESPONSIBILITIES: Direct supervision of the following positions: Jail cook, warrants clerk, transport/chain officer and work crew supervisor and other administrative staff. In the absence of the Jail Commander and Operations Deputy Commanders this position supervises all other Corrections staff during daily operations.

ESSENTIAL FUNCTIONS:

- Jail Training, Policies, Procedures and Standards: Collaborates with Operations Deputy Commander to ensure necessary training and instruction is provided to all Corrections Staff on adherence to policies, procedures, and standards. Facilitates and monitors the Department's adherence to current corrections best practices; collaborates with Jail Commander and Director of Corrections to develop, write, review, and implement policies and procedures.
- Intake/Transfer/Release: In the absence of the Operations Deputy Commander, supervises and manages all duties related to intake, transfer, and release; communicates with other criminal justice and law enforcement agencies to ensure coordinated practices and seamless

communication; supervises Transport/Work Crew Officer(s) and coordinates movements between facilities.

- Oversees scheduling of jail staff members
- Jail Administration: Assists Jail Commander and Director of Corrections with routine personnel, budget, payroll and purchasing duties.
- Oversees medical contractors and billing.
- Coordinates with outside contractors and service providers to ensure standards, procedures and rules are followed.
- Oversees scheduling and operations of jail transports/transport chain and work crew activities.
- Maintain financial records and files pertaining to operations, expenditures, budget balances, payroll and operations.
- Provide support with accounting services for Inmate Trust Fund, including receipting and disbursing of funds.
- Provide support for management of inmate ancillary services.
- Manage all aspects of the warrant process.
- Manage all aspects of the bail processes.
- Update information on website as requested.
- Prepare all department payroll.
- Oversee fiscal accounting, budget and office management for the Corrections Department.
- Prepare contract and budget documents, business correspondence, administrative files, personnel files and correspondence on staff personnel issues.
- Review for the efficient and effective fiscal operation and management of local, state and federal operating funds within the Corrections Department.
- Research, analyze and prepare information for management on a variety of topics, for internal use or for dissemination to employees or to the public through the media.
- Supervises management of public records and responses to records requests.
- Court Detail: In the absence of the Operations Deputy Commander, supervises, coordinates, and manages staff assigned to court duty, including jury trials. Responsible for coordination of remote video court appearances, telehealth appointments, and remote attorney visits.

EXAMPLE OF DUTIES:

- In absence of Jail Commander and Operations Deputy, manages major incidents by establishing onsite supervisory presence; coordinates and directs responding emergency personnel; supervises preliminary investigations of all major and critical incidents.
- Serves as Control Room Officer as directed by the Jail Commander during staffing emergencies.
- Manages the submission of documentation for all critical incidents within required timeframe.
- Identifies, prepares, facilitates, and monitors Corrections Officer staff training.
- Manages the maintenance and inventory of all assigned equipment, duty gear, radios, and vehicles.
- Enters data and extracts reports from multiple databases as directed by Jail Commander.
- Administers Securus inmate phone system, Securus Video Visitation system, kiosks, and tablet devices.
- Manages the process of employee, public, and professional community complaints per Department policy.

- Reviews daily inmate requests, kites, and grievances; responds accordingly or designates to appropriate staff.
- Executes special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Performs other duties as assigned by the Jail Commander or Director of Corrections.
- Completes all training required by statute and Department policy; maintains Criminal Justice Training Commission certifications as required.
- Receipt money, make deposits and balance accounts online.
- Process, in a timely manner, all records related to all warrants including data entry, confirming validity, storage, accessibility, composing return of service and etc.
- Process incoming bail monies received by receipting funds and disbursing funds to the appropriate court in a timely manner.
- Enter data and extract reports as requested.
- Assist with billing processes.
- Assist in purchasing all required supplies.
- Reconcile staff leave accrual and usage, monitoring these balances on a monthly basis.
- Prepare vouchers for signature of the Director.
- Prepare and monitor department budgets, including budget forecasting and any amendments to budgets.
- Assist management with budget proceedings with county commissioners.
- Compose, prepare and type a variety of correspondence, memos, reports and other materials; receive, sort and distribute incoming mail.
- Execute special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Perform other duties as assigned by the Jail Commander or Director of Corrections.

EQUIPMENT TO BE USED: Control board for monitoring movements throughout the jail. Standard office equipment including PC, or computer station and related office automation and database software, fax and photocopy machines, postage machine and multi-line phone systems will be utilized, i.e.: New World/Lexipol/PowerDMS/Cobra Banker/Milestone/OnBase/PlanIt Scheduler.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed inside a corrections facility. Position will have contact with inmates, volunteers, professionals, and stakeholders. Physical abilities required for this position are ones typically related to office operations, including manual dexterity and visual acuity to operate personal computers and other office equipment, access filing systems, and have sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call 24-hour call-back for emergencies.

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field of study (criminal justice, psychology, sociology or related); OR Associates Degree with five (5) years of increasingly responsible documented experience in corrections; OR High School Diploma/GED and eight (8) years of increasingly responsible documented experience in corrections, criminal justice, human resources, or the legal field.

KNOWLEDGE AND ABILITIES:

- A general knowledge of the corrections system, state and local court rules.
- Knowledge of county personnel policies and Corrections union contract.
- Knowledge of accounting principles and general knowledge of human resources.
- Knowledge of principles and practices of governmental bookkeeping and accounting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently with a minimum of supervision.
- Ability to compile and maintain records and prepare reports.
- Must be proficient with computer, particularly word processing, data management and spreadsheets.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS: Must successfully complete CJTC Middle Management course and any prerequisites within 12 months of hire date. A valid driver's license and a driving record acceptable to the county's insurer required. Maintain current CPR, first aid. Successfully pass independent personal and background investigation. This position is considered a confidential employee and is therefore exempt from the union contract.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile inmates, a variety of weapons, noise, exposure to biohazards, airborne pathogens, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs, and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.