

WORK EXPERIENCE CREW LEADER (JAIL)

Distinguishing Features of the Class: The work involves responsibility for direct supervision of defendants who are sentenced to the new Work Order Program in conjunction with the local Court system. Incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur.

Typical Work Activities:

- Supervises the work of sentenced defendants in a variety of activities such as painting, cleaning, roadside clean-up, etc.
- Monitors the sentenced defendants assigned regarding safety and work expectations.
- Transports sentenced defendants to and from the work site.
- Responsible for keeping accurate time records and any other reports that are necessary and required.
- Advises coordinator of progress and problems encountered.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of sentenced defendants.
- Ability to supervise the work of a crew of sentenced defendants.
- Working knowledge of first aid procedures.
- Ability to observe, interpret and report on sentenced defendants activity.
- Ability to deal with sentenced defendants firmly and courteously.
- Ability to verbally communicate rules and regulations to the sentenced defendants.
- Ability to make quick decisions regarding security and personal safety in emergency situations.
- Ability to reason clearly.
- Ability to prepare records and reports.
- Ability to read and interpret written materials.
- Sound judgment.
- Good powers of observation.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Valid New York State Driver's License required.

06/28/94

08/09/95

10/16/97

03/16/01

CLASS: NON-COMPETITIVE – approved State Civil Service Commission 3/27/1995