

JUNIOR TRAINING OFFICER - CORRECTION

GENERAL STATEMENT OF DUTIES: Assists in the planning and coordination of in-service training for correctional department personnel; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general directions of the Director of Training, Activities, and Volunteers, this position is responsible for maintaining training statistics on officer attendance at in-service programs; assists in the many orientations and tours conducted by the Director for high school and college students, business organizations etc., assists with the implementation, and supervision of programs in athletics, recreation, education, arts and crafts and related programs. Supervision is not a responsibility of this position except when volunteers are participating in programs.

EXAMPLES OF WORK: (Illustrative Only)

Participates as an assistant instructor while developing expertise to become the primary instructor in selected subjects;

Assists in the Development of Departments policy statements, standard operating procedures, seminars and special training classes and selected official correspondence;

Assists in the development of inmate school programs, games, contests and tournament;

Assists in the recruitment of volunteers, their training, placement and their supervision;

Assists in the development of college courses for inmates and corrections offices conducted in the educational area of the department by the Westchester Community College and Iona College;

Develop and maintain close contact with County, State and Federal Agencies to further the continuance of training, both in the in-service as well as outside service.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and procedures of inmate custody and security; ability to plan, implement and conduct a varied program of recreational, educational, and other rehabilitative programs; ability to write and speak effectively in the field of correction, training and human relations; ability to plan, implement and conduct classes in the field of correction; ability to utilize professional training documents; initiative; reliability; sound professional judgement, good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either: (a) graduation from a 2 year college with an Associate Degree* in Sociology, Recreation, or related field and three years experience as an instructor in military and/or correctional subjects or (b) 8 years of military, or correctional experience including the specialized experience described in (a) or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
EQ
1

Job Class Code: C1181