

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Senior Correctional Officer

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### Definition

Performs advanced level security work in a leadwork or specialist capacity to maintain the safety and security of the Iowa Department of Corrections correctional facilities; supports the IDOC mission, vision, and values with integrity and commitment while preparing incarcerated individuals for successful community reentry; develops quality relationships and serves as a change agent when working with incarcerated individuals; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

As part of a multi-disciplinary team, observes incarcerated individual behavior/interaction with staff, other incarcerated individuals, and visitors; communicates and documents observations to ensure effective security and consistent application of incarcerated individual change principles.

Continuously interacts with incarcerated individuals, utilizing behavioral techniques to assist in the development of problem-solving skills, facilitating behavior change, role playing, effective disapproval, providing positive reinforcement when appropriate, and instituting corrective measures through the effective use of disapproval.

Travels to all correctional facilities and uses a trained dog to both conduct searches of incarcerated individuals, living quarters, incoming and outgoing vehicles, and incoming supplies for the presence of contraband and to control and disperse disturbances.

Patrols facilities and makes security checks; conducts rounds and counts of incarcerated individuals; inspects all areas of the institution and grounds for safety/security deficiencies; conducts searches of incarcerated individuals, vehicles, packages, equipment, and incarcerated individuals' cells and property for contraband items.

Escorts incarcerated individuals, visitors, and staff inside/outside of the institution and verifies possession of appropriate passes or legal documents; interacts with the general public, visitors, and victims in person or via phone; provides information, security, and assistance.

Role models pro-social behaviors that convey dignity and respect for others and acknowledges that incarcerated individuals can change their lives by development of skills and the adoption of pro-social attitudes and behaviors.

Maintains logs, prepares reports, and enters information into the electronic record system.

Operates electronic doors, telephone systems, two-way radios, intercom, alarm systems, closed circuit TV systems, personal data assistants, computer terminals, and weapons/incarcerated individual control devices.

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Supervises incarcerated individual work assignments and evaluates work performance.

Attends training and professional development classes.

## Competencies Required

Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Selective Attention – Concentrate on a task over a period of time without being distracted.
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Near Vision – See details at close range (within a few feet of the observer).
- Far Vision – See details at a distance.

**Skills:**

- Social Perceptiveness – Awareness of others’ reactions and understanding why they react as they do.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination – Adjusting actions in relation to others' actions.
- Time Management – Managing one's own time and the time of others.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Speaking – Talking to others to convey information effectively.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school, GED, or equivalency, and experience equal to one year of full-time work as a correctional officer.
- 2) Two years of full-time work experience as a law enforcement officer.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Correctional Food Service Coordinator, State Industries Technician, or position whose duties included leading/directing incarcerated individuals and security work (e.g., conducting shakedowns, escorting incarcerated individuals, quelling disturbances, etc.)

**Notes**

Designated positions assigned to the Canine (K-9) Unit require the employee to establish and maintain an in-home kennel facility and provide care for the dog as needed 24 hours a day, 7 days a week, year around as determined by the Department of Corrections.

Employees assigned to the Canine (K-9) Unit work irregular days and hours and travel to all prisons and community based corrections facilities.

*Effective date: 01/19 SA*