



**FLSA: COVERED
EEO: 4
DECEMBER 2025**

CORRECTIONAL DEPUTY II

DEFINITION

Under general supervision, to supervise incarcerated persons at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Amador County; to enforce Facility rules and maintain Facility security; to be responsible for the care, custody, and confinement of incarcerated persons during an assigned shift; to oversee work details and leisure activities; and to do related work as required. Serve as a force multiplier in county emergencies, natural disasters, and other county incidents as directed by the sheriff or his designee.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey level in the Correctional Deputy series. Incumbents are expected to perform a variety of corrections work and to work independently in applying the rules, regulations, practices and procedures of the Correctional Facility.

This classification functions as peace officers within the authority and limits of California Penal Code Sections 830.1(c) and 832 once training and qualifications are met.

REPORTS TO

Correctional Deputy Sergeant, Correctional Deputy Lieutenant, Correctional Deputy Captain.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Conducts roll call of incarcerated persons.
- Supervises incarcerated persons during leisure time activities and on work details.
- Checks work areas to insure that incarcerated persons are working on assigned projects.
- Sees that cells, facilities, and grounds are kept sanitary.

- Supervises periodic block security checks.
- Performs strip searches of incarcerated persons.
- Performs searches of cells and other areas for contraband.
- Maintains discipline among incarcerated persons.
- Opens and censors incoming mail.
- Maintains and updates incarcerated persons and Correctional Facility records.
- Responds to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- May be assigned to assist with teletype communications and other law enforcement areas.
- Receives and books incarcerated persons.
- Performs fingerprinting and takes photographs.
- Assigns prisoners to cells.
- Releases prisoners from the Correctional Facility on proper authorization.
- Returns articles of clothing.
- Receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers.
- Makes felony arrests.
- Testifies in court and before disciplinary boards.
- Dispenses insulin and other pre-packaged medications.
- Investigates crimes and incidents within the Facility.
- Collects and secures evidence.
- May perform transport of incarcerated persons to and from court, medical appointments, and other institutions.
- Supervises incarcerated persons and visitors during visiting hours.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Amador County correctional procedures, policies, and regulations.
- Problems related to the care and custody of incarcerated persons.
- Laws and regulations related to jail operations, booking procedures, and custody of incarcerated persons.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid techniques.

Ability to:

- Responsible for the care and custody of incarcerated persons at the Amador County Correctional Facility during an assigned shift.
- Perform a wide variety of corrections work.

- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance, and agility.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Type at a rate of 45 words per minute.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, climb stairs, and ladders and on slopped or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; Physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility and outdoor environments; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A high school diploma or GED equivalent.

Experience

Two (2) years of experience equivalent to Correctional Officer I with Amador County.

Note: Incumbents performing inmate transportation assignments may receive special compensation as approved by the County.

SPECIAL REQUIREMENTS

- Possession of a completed Adult Correction Officer Core course certificates mandated by the Corrections Standards Authority of the California Coard of Community Corrections.
Possession of a valid California Penal Code 832 certificate, for appointment to Peace Officer.
- Possession of First Aid and CPR certificates.
- Possession of a valid California driver's license at the time of appointment.
- Must be able to successfully complete a thorough Sheriff's Department background investigation.