



Beaver County, Pennsylvania Job Description

Job Title: Sergeant	Department: Jail
Reports to: Lieutenant	Effective Date: 2001
Classification: 51003	Revision Date: 12/2/2025

Job Summary

This position is supervisory work that ensures the safety and effectiveness of jail operations during specific hours of work at the Beaver County Jail. This position is responsible for supervising Corrections Officers, processing of new and released inmates, maintaining inmate accountability, controlling access within the jail, and maintaining order within the facility. Incumbent ensures subordinates are performing their given responsibilities. The jail Sergeant may act in the Warden's capacity in his/her absence. Work is performed under the general overall direction of the Warden.

Essential Functions

The list of responsibilities, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises all security functions during shift as assigned by management
- Supervises the feeding of incarcerated persons during mealtime
- Makes routine inspections of all security equipment, door, lightning systems, and other facility equipment as needed
- Oversees headcounts
- Reviews written reports by officers during shift and ensures these reports are submitted as required
- Provides immediate supervision and coaching to increase professional standards of correctional officers
- Provides additional training to subordinate staff as needed
- Inspects or directs work to inspection of perimeter to detect any safety hazards
- Ensures safety rules are posted and enforced
- Assists officers and staff with unruly incarcerated persons and other assignments as required
- Investigates and reports causes of disturbances
- Responds to major unusual occurrences as trained
- Facilitates prompt and appropriate assistance to incarcerated persons in the event of injury, illness, or emotional trauma
- Resolve day to day problems that arise within the housing units regarding incarcerated persons and staff
- Conduct conflict resolutions
- Assists in review of staff effectiveness by conducting frequent physical inspections of the facility to ensure compliance with policies and procedures

- Performs other duties assigned

Minimum Training, Education and Experience

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving corrections officer; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

- Valid driver's license.
- First Aid Certification
- CPR Certification

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In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.