

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS TRANSPORTATION OFFICER II

POSITION CODE: 09872

Effective: 12-20-

01

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises the subordinate Transportation Officers within a Department of Corrections facility transportation unit; assures that the repair and maintenance of assigned vehicles is timely and thorough; prepares all written and other reports and records as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises assigned Corrections Transportation Officers at a corrections center involved in the inter-facility transfer of inmates or students and their transportation to and from court appearances, medical appointments, and other public locations. Signs subordinate Corrections Transportation Officers' performance evaluations.
2. Prepares reports on the activities and difficulties of subordinates; inspects assigned vehicles and assures that an approved maintenance program is carried out on all vehicles assigned.
3. Determines that court papers, transfer orders, appointment papers, etc., are in order prior to authorizing the movement of inmates and students; confirms appointments and court appearances.
4. Trains staff in the Corrections Transportation Program.
5. Operates vehicles and accompanies inmates and students on trips when the need arises.
6. Assumes responsibility for inmates and students' personal property during transfer.
7. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

CORRECTIONS TRANSPORTATION OFFICER II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of an approved guard training program.

Requires two years combined experience as a correctional officer, youth supervisor or experience in a related security position, including one year experience in a custodial transportation program or related field.

Knowledges, Skills and Abilities

Requires working knowledge of Illinois traffic laws and safety rules.

Requires a working knowledge of methods, transportation, and surveillance of inmates and students under custody.

Requires a significant mental maturity and working knowledge of factors related to juvenile and adult behavior and methods of maintaining a satisfactory relationship with them.

Requires a working knowledge of first aid techniques and practices.

Requires a working knowledge of court room procedures in order to present inmates and students under custody to various courts for trials.

Requires a working knowledge of the methods and problems in court needing a transportation unit and, in particular, training of qualified personnel.

Requires skill in the operation of assigned security vehicles.

Requires ability to evaluate equipment for repair or replacement.

Requires ability to enforce rules, regulations, and requirements of the agency.

Requires ability to keep inmates and students under close security while being transported.

Requires ability to secure the cooperation of state personnel and law enforcement agencies in effecting transfer of responsibility for inmates and students under custody.

Requires ability to act quickly and intelligently in the event of emergencies.

Requires ability to render first aid.

Requires ability to route and schedule transportation vehicles and in assigned areas.

Requires ability to effectively train and supervise subordinates and coordinate their activities.

May require ability to use firearms.

Requires an appropriate valid Commercial Driver's License - Class B. Some positions which operate combination vehicles may require a higher class.