

## **LPSO OVERVIEW OF JOB DESCRIPTIONS AND SALARIES**

**Corrections Deputy** – Job duties include, but are not limited to:

- Serve meals to inmates and provide or obtain medical aid if needed;
- Operate and work housing floors, control centers, and property section as required;
- Interact professionally with inmates and supervise inmate housing units;
- Respond to inmate requests, concerns, and/or emergencies professionally; and
- Assist in transporting inmate to other facilities and/or guarding inmates who are hospital admits
- **Salary: \$2,744.43/monthly**

**Corrections Driver (Work Release/Transportation)** – Job duties include, but are not limited to:

- Schedule and transport participants to and from their place of employment;
- Perform work-site checks of participants as required;
- Conduct searches of participants, as well as perform alcohol and drug screenings; and
- Be responsible for general maintenance and proper care of vehicle
- **Salary: \$2,744.43/monthly**

**Licensed Practical Nurse** – Job duties include, but are not limited to:

- Medically screen and assess the condition of inmates by drawing blood, taking temperature, pulse, blood pressure, and other vital signs to detect deviations from normal;
- Administer prescribed medications and treatments and document nursing history;
- Respond to life saving situations based upon nursing standards, policies, and procedures;
- Observe patients; record significant conditions and reactions, notify supervisor or Physician of patient's condition and reaction to drugs and treatments; and
- Initiate a patient education plan according to the individualized needs of patients, as prescribed by Physician and/or hospital
- **Salary: \$2,791.72/monthly \*\*\*\*\* Part-Time: \$15.04/hourly**

**Mental Health Professional** – Job duties include, but are not limited to:

- Performs assessment, mental status exams, and develops plans of actions for individual offenders;
- Prepares reports, evaluations, and progress notes;
- Consults with treatment teams and similarly defined units when cases and problems are encountered
- **Salary: Varies depending on education and experience**

**HiSET Instructor** – Job duties include, but are not limited to:

- Observe and evaluate students' work to determine progress;
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations;
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible; and
- Provide information, guidance, and preparation for the General Equivalency Diploma (GED) examination
- **Salary: Varies depending on education and experience**

**Transitional Coordinator** – Job duties include, but are not limited to:

- Interview all referred offenders and assist in completing employment application(s), preparing resumes, and obtaining items needed to facilitate employment and sustainability in the community;
- Screen participants and match them to jobs; and
- Maintain an employment database and provide follow-up supportive services to participants and employers after placement
- **Salary: \$2,437.13/monthly**

**Clerical/Secretarial** – Job duties include, but are not limited to:

- Filing, typing, and maintaining records;
- Operating multiple telephone lines;
- Using computer systems proficiently; and
- Assisting the public
- **Salary: \$2,128.85/monthly \*\*\*\*\* Part-Time: \$10.00/hourly**  
**\*\*Depending on which division the position is located under, job duties and shift days/hours may vary\*\***

**Communications/Dispatcher** – Job duties include, but are not limited to:

- Answer multiple phone lines professionally from a variety of sources, including citizens, care-call system, Crimestoppers Hot Line, and other law enforcement dispatchers;
- Handle all radio traffic and computer-aided dispatch (CAD), monitor GPS vehicle tracking system, and deputies working off-duty security; and
- Use typing and computer skills to input and receive information from the National Crime Information Computer (NCIC) and others for criminal history, warrants, pager messaging, and a wide range of informational sources
- **Salary: \$2,744.43/monthly**

**A.F.I.S. (Automated Fingerprint Identification System)** – Job duties include, but are not limited to:

- Responsible for acceptance, quality control, and verification of fingerprints submitted by law enforcement agencies within a 14-parish area;
- Maintain precise documentation of all logs that are required for daily activities; and
- Supply mug shots, forward fingerprint cards and palm print cards, and driver's license photos for all law enforcement personnel
- **Salary: \$2,278.36/monthly**

**Patrol Deputy** – \*\* Applicants for this position are typically selected on a competitive basis from those deputies working in the Lafayette Parish Correctional Center \*\* Job duties include, but are not limited to:

- Respond to emergency calls as dispatched by communications;
- Familiarize self with Lafayette Parish, assist six municipalities and persons in the area;
- Note suspicious persons and establishments and report to communications;
- Report hazards and protect citizens from those hazards;
- Render first aid at accidents and investigate causes and results of accidents; and
- Direct and reroute traffic around fires or other disruptions
- **Salary: \$2,744.43/monthly**

**Reserve Deputy** – This is a voluntary position in which the holder is not paid for performance of job duties (duties are identical to Patrol Deputies). Reserve deputies are trained by the Lafayette Parish Sheriff's Office and must volunteer a minimum of 24 hours each month of law enforcement duties.

**School Crossing Guard** – Job duties include but are not limited to:

- Monitor street crossing during the appointed time when children are arriving and leaving school; and
- Escort and protect children as they cross the street in both marked and unmarked crosswalks
- **Salary: \$600/monthly**

**Other Positions Available Based Upon Years of Experience**

Narcotics Agent (Metro Narcotics Task Force)

Detective (Crime Against Persons, Property, Juvenile)

Contract Services (Courthouse Security and Lafayette Regional Airport)

Field Training Officer

Warrants

Bailiff

Crime Scene

K-9 Deputy

**\*\* For other positions, please visit the “Career” link on [www.lafayettesheriff.com](http://www.lafayettesheriff.com) or send request to [humanresources@lafayettesheriff.com](mailto:humanresources@lafayettesheriff.com).\*\***