

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS LOCKSMITH

POSITION CODE: 09818  
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs skilled locksmith work in the maintenance and repair of locks, mechanically, electrically and hydraulically operated in the correctional facility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs skilled locksmith work in the maintenance and repair of locks, mechanically, electrically and hydraulically operated; keeps all cellhouse locks in operating condition; repairs damaged locks.
2. Works in locksmith's shop; operates necessary equipment and keeps shop in order.
3. Keeps all required tools and equipment in operating condition.
4. Supervises residents who perform manual labor related to the locksmith operation.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires a minimum of two years of experience as a skilled locksmith.

Requires completion of an approved course in guard training within six months of employment.

## CORRECTIONS LOCKSMITH (Continued)

### Knowledges, Skills and Abilities

Requires extensive knowledge of institution rules, regulations and requirements for the control of residents.

Requires extensive knowledge of tools, materials, methods, locking systems and devices, and standard practices of the trade.

Requires ability to instruct residents in the trade.

Requires skill in the use of tools and machines of the trade.

Requires ability to read, interpret and work from plans, simple drawings and/or sketches.

Requires ability to make simple arithmetical computations and bulk estimates of materials needed.

Requires ability to follow oral and written instructions.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by residents, and operational reports.

Requires ability to enforce disciplinary safety, security and custodial measures for the control of residents.

Requires ability to think clearly and exercise forceful initiative in emergency situations.