

EDITED KSAPC LISTING

CLASSIFICATION: LOCKSMITH I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Methods used in the trade of a locksmith to install, repair and maintain functionality of keys and locks in an institutional setting.
K2.	Materials used in the trade of a locksmith to install, repair and maintain functionality of keys and locks in an institutional setting
K3.	Tools used in the trade of a locksmith to install, repair and maintain functionality of keys and locks in an institutional setting.
K4.	Equipment used in the trade of a locksmith to install, repair and maintain functionality of keys and locks in an institutional setting.
K5.	Basic understanding of departmental policies to effectively perform assigned duties.

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KSAPC Statements	
Ability to:	
A1.	Read shop drawings and work from plans and specifications to complete assigned tasks and ensure security and safety of the institution.
A2.	Understand and carry out oral and/or written instructions under the directions of the Custody Captain in the performance of daily duties.
A3.	Communicate effectively at a level necessary to establish and maintain professional and cooperative relationships with individuals and/or groups.
A4.	Read and write at a level appropriate for successful job performance.

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KSAPC Statements	
Skill to:	
S1.	A locksmith with the skill set to repair, install, replace keys and locking systems.
S2.	Analyze situations accurately in order to determine and implement effective and appropriate course of action.
S3.	Communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
S4.	Preparing reports to provide information and/or documentation.
S5.	Effectively contribute to the department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S6.	Establish and maintain confident and cooperative relationships with departmental employees, the public and others to meet the mission of the California Department of Corrections and Rehabilitation.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Have and maintain sufficient strength to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.
PC2.	Have and maintain sufficient agility to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.
PC3.	Have and maintain sufficient endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and wellbeing or that of their fellow employees or that of inmates/youthful offenders.
PC4.	Have the ability to work independently with little or no supervision.