



## CLASS SPECIFICATION

Modoc County

Est:

CLASS CODE:

CLASS TITLE:

CORRECTIONAL PROJECT COORDINATOR

RANGE/STEP A-I

228: (\$3,210 - \$4,097)

### **JOB SUMMARY:**

This is a non-peace officer classification. A Correctional Officer is under the immediate supervision of a Correctional Sergeant. When necessary, the Correctional Project Coordinator may be supervised by the on duty or on call, Correctional Sergeant, Sheriff's Patrol Sergeant, the Undersheriff, or the Sheriff. A Correctional Project Coordinator performs routine support work in the function of a law enforcement operations; monitors and cares for incarcerated persons, maintains jail security during an assigned shift, transports inmates as necessary, provides assistance to the public at the front counter, utilizes a variety of computer and telecommunications equipment; prepares, maintains and retrieves Sheriff's Office records, and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS & DUTIES:**

Correctional Officer I is an entry-level position in this law enforcement series. Incumbents work under close supervision performing closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern that has been established and explained before work is started. Generally, work is observed and reviewed both during its performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise. As experience is gained, the work is performed more independently and with greater variety of assignment. This class is alternately staffed with Correctional Officer II, and incumbents may advance to the higher level after completing the probationary period plus one year, gaining experience, obtaining required certification, and demonstrating proficiency that meets the qualifications of the higher-level class.

Correctional Officer II is the second level in this series, fully competent to perform a wider range of Correctional Officer duties. Incumbents in this class have completed the requirements of Correctional Officer I. They will serve as a shift leader or trainer for the entry-level position in addition to having assigned programmatic duties. Members in this classification must have successfully met the entire requirement for a Correctional Officer I.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** may include any of the following tasks, knowledge, skills and other characteristics. The list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, but may be required to perform additional, position-specific tasks:

- Prepares all necessary booking, medical screening and classification documents in a timely manner.

- Oversees and coordinates outside personnel from community agencies or educational institutions for program development.
- Develop out of custody work program with collaboration from allied agencies.
- Obtains custody clearance for all outside guests that work with the groups.
- Serve as a fair reference for inmates completing program upon release.
- Provides instruction and training in activity programs.
- Screens and interviews all inmates requesting participation in programs and groups.
- Reviews and screens inmates for participation in work programs.
- Maintains records, prepares reports, and composes correspondence related to the program.
- Coordinates programs approved by the Sheriff.
- Screens and interviews all inmates requesting participation in programs and groups.
- Make the necessary warrant, license status and criminal history inquiries via the LEA WEB system.
- Conduct searches of inmates for contraband.
- Supervise and transport inmate workers in jail areas and off-site projects.
- Supervise the preparation and serving of inmate meals.
- Report any suspicious activity inside or outside of the jail.
- Responds to emergencies involving inmates and/or staff as required.
- Receive inventory, mark and control any property and evidence as necessary.
- Maintains and updates files and manuals.
- Monitors video and audio security systems.
- Assists department personnel and the public in person and by telephone.
- Apply appropriate restraints on inmates for transportation.
- Transport and supervise inmates at off-site projects.
- Evacuate inmates in case of emergency.
- Testify in court.
- Sort, file, copy and distribute a variety of documents.
- Performs other duties as assigned.

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

## **KNOWLEDGE OF:**

- English usage and grammar.
- Modern office procedures and practices.
- Operation and functions of the Sheriff's Office and other public safety agencies.
- Applicable rules, regulations, and procedures of the Sheriff/Coroner's office.

## **ABILITY TO:**

- React quickly, efficiently, and calmly in a stressful situation and to adopt an effective course of action.
- Ability to organize and coordinate the work of others.
- Ability to maintain and keep accurate records.
- Ability to communicate effectively and tactfully in both oral and written form.
- Communicate effectively and professionally.
- Establish and maintain effective working relationships with allied agencies.
- Overseeing and directing the work of inmates in structured situations.
- Maintaining accurate records, logs and files.
- Using initiative and independent judgment within established procedural guidelines.
- Understanding and carrying out oral and written directions.
- Typing with sufficient speed and accuracy to complete forms, prepare reports, and enter data into a computer system in a timely manner.
- Understanding and effectively communicating with individuals of various cultures and socioeconomic backgrounds, within the inmate work program.
- Ability to interpret actuarial risk assessments and identify pro-criminal attitudes, values and beliefs via individual motivational interviewing sessions.
- Interpreting, applying and explaining applicable rules and regulations, organizing tasks, setting priorities and meeting critical deadlines.
- Maintaining office, jail and work crew equipment in a clean, orderly and functioning condition.
- Understanding and knowledge of Modoc County Sheriff's Office Policies and Procedures and basic law enforcement principles and terminology.
- Standard office practices
- Safety principles and practices.
- First aid practices and procedures.
- Ability to operate windows based computer network and Microsoft Office applications.
- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees and allied agencies.
- Adhere to the Modoc County Code of Safe Practices

**Education and Experience:**

Any combination of experience and training that would provide the required knowledge and abilities qualifying. Possession of a field related bachelor's degree preferred and three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, probation officer setting or law enforcement within a California agency.

Must be at least 18 years of age at the time of submission of application.

Must be a United States citizen.

Must be in good mental and physical health as determined by a physical or psychological examination.

Must be able to pass the Modoc County Sheriff's Physical Agility Test (PAT).

Must be physically capable of overcoming resistance of inmates when necessary.

Must be of good moral character as determined by a background investigation.

No felony convictions.

Possession of a California Driver's License.

Must possess or successfully complete the P.C.832 training within the probationary period.

Must possess or successfully complete the S.T.C. Core Correctional training within the probationary period.

## **PHYSICAL DEMANDS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Mental Requirements:** Alertness, concentration, good judgement, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods of inactivity is necessary.
- **Hearing:** Adequate to hear and understand conversation in both quiet and noisy environments with the ability to localize from which direction a sound is coming. An employee must possess the ability to discriminate among both speech and non-speech sounds, such as; to hear and correctly understand individuals being interviewed, to hear scuffling, opening and closing doors, and the approach of individuals; and hearing adequate to anticipate unsafe or threatening situations.
- **Vision:** Must be adequate to meet DMV criteria for required licensing. Accuracy in far vision is necessary such as to determine whether someone twenty feet away is holding a gun or a non-weapon item. If one wears corrective lenses, loses the glasses or lenses, the employee must have adequate uncorrected vision to take appropriate action and be able to identify individuals. Adequate vision to use standard office equipment and read printed materials including a computer screen.
- **Coordination and Dexterity:** Arm strength and range of motion, which is sufficient to write or subdue and handcuff inmates. Coordination and explosive strength to sprint in emergency situations and be able to communicate and perform tasks at the end of the situation. Finger dexterity and arm-hand steadiness adequate to search wards and premises. Must have ability to move arms or legs rapidly such as to use weaponless defense.
- **Physical Strength:** Must have strength to lift, push, pull and carry heavy objects, such as to move jail furniture, open heavy metal doors, move injured persons or assist an uncooperative adult into a jail cell. Trunk strength and stamina for repeated activities is necessary.