

Market Range Detail - Inmate Classification Specialist

Effective Date

November 10, 2014

Market Range Title Description

PURPOSE STATEMENT

Positions in this market range title are responsible for providing placement for inmates in the least restrictive custody level in order to meet the needs of the inmate, security of staff members, and security of jail facilities. Specialists determine functionality of an inmate by providing crisis counseling, placing inmate in special housing as needed, making medical or psychiatric referrals; and contacting community resources.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Discuss purpose of interview with inmate and obtain consent signature; complete initial assessment interview and assess medical or psychiatric needs; provide general referrals if necessary.
- Research criminal history both locally and nationally; assess special housing needs and make placement accordingly.
- Access JMS to obtain history of past bookings; review prior housing comments, Court, DOC and Probation information; analyze all the data reviewed, assign classification level; review for possible override or custody level and enter into JMS; assign temporary classes.
- Advise inmate of all programs available and answer questions regarding criminal justice process.
- On a consistent basis assess total number of inmates awaiting classification interview; contact other jails to obtain bed availability; interview all inmates in isolation tanks as soon as possible; determine how many females need to be classified; coordinate with other classification counselors on prioritizing the workload; monitor incoming calls and resolve problems; review all sentenced inmates for classification and perform transfer entry into JMS to appropriate jails.
- All Special Housing requires a review of classification files; must meet with inmates on weekly basis; research data to determine if inmate's housing is still appropriate; submit each month to SMRC with recommendation.
- Ensure that the classification of inmates occurs within the first 24 hours of incarceration.
- Review Policy and files; review for quality control purposes; enter statistics on monthly worksheet; assess data, combine previous and present files; re-file.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$17.04	\$22.29	\$27.53

Likely Minimum Qualifications

- Bachelor's Degree in Social Work, Criminal Justice or another closely related field; depending upon area of assignment prior related experience may be required or preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.