

CORRECTION ASSISTANT

DEFINITION

Under general supervision, will work in a capacity to learn the clerical duties associated with the supervision of inmates at the County Jail. They will learn procedures and methods for the care, custody and confinement of inmates and be responsible for clerical duties as assigned during their shift. Incumbents are assigned to work in the Jail, and perform routine and specialized clerical and administrative duties associated with jail operations. This position will not be in physical contact with inmates.

DISTINGUISHING CHARACTERISTICS

This is a clerical position within the jail to support the Corrections staff. This class is characterized by responsibility to provide a wide range of clerical support within a Sheriff's Jail, including the booking of inmates and establishing bail schedules. This class is distinguished from the general clerical series by assignments to work in a Sheriff's Jail.

REPORTS TO

Field Training Officer, Correction Sergeant, and Sheriff's Captain.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to the following:

- Obtains information required for admission of prisoners into jail and enters that information into the computer system. Reviews booking applications for correctness and legality.
- Obtains factual information to create or update inmate files; enters the correct bail for each charge from a schedule and informs the prisoner of the amount required for release.
- Reviews all alternative sentence programs with each inmate during the admission process to determine if the inmate may qualify.
- Performs rebooking for court returns and supplemental bookings when additional charges are filed.
- Secures prisoners personal property and money.

CORRECTION ASSISTANT - 2

- Inventories and secures prisoner's possessions and confiscates contraband; inventories prisoner's money; obtains verification of both from prisoner; obtains prisoner's signatures.
- Performs a variety of clerical support functions of average complexity.
- Controls inmate commissary fund and records, including associated computer entries.
- Maintains all forms and records associated with the control and supervision of inmates.
- Audits and maintains hourly inmate checks records.
- Answers phone calls and responds to inquiries about charges, bails, and Penal Code numbers, uses judgment in screening calls and with counter contacts.
- Facilitates inmate visitation which includes obtaining identification from visitors, entering visitors into the computer system, calling the jail staff and allowing visitors into and out of the visiting area; answers questions, explains services, programs, policies, procedures, regulations or departmental activities; assists public in completing forms and finding information; coordinates scheduling appointment's such as contact visits, court ordered visits, etc.
- Sorts, files and types a variety of documents; makes queries on computer terminal; enters, updates and extracts stored information from such equipment; maintains files and conducts systematic file search for misplaced materials; maintains cross reference files or indices; maintains a system of purging filing systems or records; sorts and reviews inmate mail for contraband and/or safety and security of the jail and provides inmate mail to staff for distribution to inmates.
- Receives cash from the public; issues receipts; coordinates the receipt of cash bail and bail bonds and generates associated paperwork and updates computer.
- Prepares, validates, processes and/or checks a variety of documents such as bills, statistical records, requisitions, and invoices for completeness and accuracy.
- Compiles routine reports by extracting and/or tabulating information from a variety of sources, such as files, correspondence, logs and other source documents; composes routine correspondence following general instructions or outlines; researches accounts for payments, charges or due dates.
- Transfers instructions/orders to inmate files, charts, and/or referral requests.
- Provides vacation and temporary relief as required.

TYPICAL PHYSICAL REQUIREMENTS

Possess good verbal communication skills. Effectively use office equipment including computers, telephones, calculators, copiers, and fax. Sit for extended periods in one position; frequently stand, walk, climb stairs, and ladders on sloped or uneven surfaces. Ability to stoop, kneel, bend to pick up or move objects. Possess normal manual dexterity and eye-hand coordination. Corrected hearing and vision to acceptable range.

CORRECTION ASSISTANT - 3

TYPICAL WORKING CONDITIONS

Work is performed in jail, office and outdoor environment. Member will have continuous verbal contact with other staff, inmates and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer programs including Microsoft word, Microsoft Power Point Excel, Adobe Reader, Windows, etc.
- First aid techniques.
- Basic knowledge of correctional procedures and inmate control problems.

Ability to:

- Learn the purposes, methods, and procedures for the care and custody of inmates at the Amador County Jail.
- Learn to perform a wide variety of corrections work.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Type at a rate of 35 words per minute.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year (full time equivalent) of office clerical experience, with duties that include public contact, computer usage and filing.

Special Requirements:

Shift Availability: Applicants must be available for all shifts (rotating, day, swing, nights, weekends, and holidays)

Multi-lingual is desirable, not required, with the primary language being English.

Possession of First Aid and CPR certificates.

Possession of a valid California driver's license at the time of appointment.

CORRECTION ASSISTANT - 4

Special Note:

Must be 18 years or older at time of appointment. Must possess a high school diploma or GED equivalency and complete a personal background investigation, a medical examination, and a psychological examination. Must be a US Citizen, good physical and mental health, and weight is proportionate to height. No felony convictions, and be fingerprinted to disclose any criminal record. Some previous experience working within a correctional setting is highly desirable.

Keyboard typing at 35 wpm – a typing certificate must be submitted with the application and must include the following: Time limit of the test (minimum of three minutes), gross words per minute, number of errors, date of test (within one year) and the signature of the person administering the test. The certificate must be on agency letterhead. Online typing certificates will not be accepted.

Note: Applications without the required typing certificate will be rejected.