



Offender Classification Specialist

Job Description

Department: Sheriff
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Sergeant - Corrections

Summary

Under general guidance and direction of a Sergeant - Corrections, analyzes and assesses behavioral tendencies of individual inmates to maximize safety and security of staff and others. Interviews inmates and reviews patterns for violence, predatory behavior, and potential victimization. Recommends housing assignments for inmates. Communicates with inmates about their health, work assignments, questions, requests, grievances, and institutional history and status. Functions as a liaison between inmates and court administrators.

Essential Functions

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

1. Coordinate risk management needs; create continuity plans to limit risk; collaborate with multiple agencies and departments, as needed; implement approved safety and security measures.
2. Coordinate interdisciplinary hearings for at risk population.
3. Monitor behavioral and emotional patterns of inmates and identify potential risks to inmates and staff; conduct face-to-face interviews to determine inmate custody; analyze past, current, and potential risks; reassess prior risk response; document related situations or occurrences.
4. Address inmate concerns; review, document, and respond to inquiries regarding Security Center policy, work programs, court information, and release dates; implement disciplinary actions, as needed; communicate with inmates in person or by email kiosk.
5. Coordinate with health services, mental health services, and program staff to meet inmates' needs; assist with identifying concerns related to alcohol and/or drug use and mental health needs.
6. Review and inform courts, attorneys, and probation officers of inmate incarceration status.
7. Verify accuracy of court information through Security Center records, court exchange, and the courts.
8. Review inmate classification decisions; schedule classification and reclassification dates and assign inmates accordingly.

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FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

9. Create incentive programs for qualifying inmates; coordinate programs and track inmate progress.
10. Provide recommendations for participation in work programs based on inmate behavior.
11. Ensure that inmates in crisis situations are housed strategically to assist with maintaining the security of the facility.
12. Maintain current and complete documentation of classification reviews, interviews, and related inmate information.
13. Determine inmate release dates; calculate appropriate date based on time with good behavior (Goodtime); compile early release list recommendations to mitigate overcrowding.

Knowledge, Skills, and Abilities

- Knowledge of Security Center policies and procedures
- Knowledge of theories of personality and deviant behavior
- Knowledge of interviewing techniques, methods, and general human behavior
- Skilled in word processing, basic spreadsheets, and computer data entry
- Skilled in preparing work reports
- Skilled and use of crisis intervention
- Ability to effectively communicate verbally and in writing
- Ability to work effectively with co-workers, court personnel, other legal professionals, and individuals from diverse social, economic, and ethnic backgrounds
- Ability to work independently under well-defined guidelines
- Ability to follow written and verbal instructions
- Ability to plan and organize multiple projects
- Ability to work effectively under pressure
- Ability to analyze behavioral information and implement housing arrangements that will maximize safety and security in the Security Center

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. The employee has direct contact with inmates, which presents a risk of bodily injury and exposure to unpleasant, dangerous, and even life-threatening situations. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work may expose the employee to contagious or infectious diseases. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah

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County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

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

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in education, human relations, social work, sociology, psychology, organizational behavior, or related field.
2. Two (2) years of work experience in correctional, educational, or treatment services.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must be at least twenty-one (21) years old.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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