

CLASSIFICATION AND HEARING SPECIALIST

DEFINITION

Under general supervision, to perform the process of classifying inmates, which includes assessment of security risks, housing cell assignments and program referrals; conducting administrative hearings; and to do related work as required.

EXAMPLES OF DUTIES

INMATE CLASSIFICATION FUNCTIONS: Review inmate criminal histories; review inmate disciplinary histories; conduct inmate interviews; compile data from historical records and results of inmate interviews into a summary assessment form; recommend custody status based on the results of the assessment form; identify and make decisions and referrals based on special management concerns; identify and make decisions and referrals based on inmate program needs; update file and computer records; update housing unit records; coordinate inmate movement with sworn staff.

DISCIPLINARY HEARING FUNCTIONS: Review inmate disciplinary reports; review inmate disciplinary history; conduct follow-up investigations, as needed; prepare necessary forms (notice, waivers, rights, etc.); explain disciplinary process and rights to inmate involved; conduct informal hearings; arrange for formal hearings when required; make finding of inmate innocence or guilt; determine appropriate discipline to be imposed; update inmate file and computer records; update housing unit records; coordinate with Classification for reassessment/reclassification decisions.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree preferably in a behavioral science field, criminal justice or a related field. Law enforcement or other professional work experience that included working with a corrections or jail facility inmate population is desirable.

Knowledge, Skills and Abilities: Knowledge of moderately complex instructions, such as guidelines; skill in establishing and maintaining effective relationships with inmates, staff and the public; skill in applying written instructions such as guidelines, regulations and policies to a variety of situations; skill in giving verbal explanation of applicable guidelines, regulations and policies; skill in translating requirements into language appropriate to laypersons; skill in extracting information through oral questioning; skill in recognizing conflicting statements that indicate possible inmate rule violations; ability to operate standard office equipment and computer software, including word processing programs; regulations and policies; and the ability to perform simple arithmetic; add, subtract, multiply and divide whole numbers.

Special Requirement: Successful applicants must be able to pass an extensive background investigation prior to employment.