

CLASS SPECIFICATION FOR
Inmate Classification Officer

GENERAL STATEMENT OF DUTIES: Interviews inmates to determine security level and housing assignments and coordinates the initiation and maintenance of inmate records and commitment status; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for interviewing newly committed and recommitted inmates for evaluation in terms of security and other concerns. The incumbent demonstrates sound knowledge of and familiarity with State codes and jail-operating procedures and is skilled in interpreting and applying these as appropriate. Work is performed under general supervision of the Inmate Classification Supervisor.

EXAMPLES OF WORK (illustrative only):

- Interviews inmates prior to housing to secure social, physical/medical, employment and criminal histories and information;
- Determines housing assignment;
- Determines need for additional services such as social, psychological or medical and makes referrals;
- Interprets and applies court orders and state codes;
- Maintains and updates inmate records, including time computations;
- Utilizes Teletype equipment to conduct criminal history and wanted checks, and to use as a telecommunications device;
- Operates computer video display terminal to maintain, update and retrieve information concerning an inmate's commitment status;
- Reviews requests for reclassifications;
- Conducts hearing on reclassifications;
- Types forms and other necessary documents;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of operating methods of detention facilities; some knowledge of interviewing techniques; ability to understand problems involving criminal behavior; ability to evaluate skills and potentials of inmates; ability to establish and maintain a cooperative working relationship with inmates; good typing skill and/or familiarity with keyboard equipment; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in corrections, sociology, psychology or a related field; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.