

CLASS SPECIFICATION FOR
Inmate Classification Supervisor

GENERAL STATEMENT OF DUTIES: Supervises and leads in the inmate classification program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Supervises the inmate classification program and interviews newly committed and recommitted inmates to gather information concerning social, physical/medical and employment histories and criminal record. In addition to performing duties similar to those of the Inmate Classification Officers, this class schedules the work of the Inmate Classification Officers and Rehabilitation Counselors and is available to handle questions or appeals. Work is performed under general supervision of the Sheriff.

EXAMPLES OF WORK (illustrative only):

- Trains and supervises subordinates;
- Supervises the determination of security level and housing assignments;
- Hears appeals and housing assignments;
- Plans individual inmate development programs;
- Interviews inmates prior to housing to secure social, physical/medical, employment and criminal histories and information;
- Determines housing assignment;
- Determines security level;
- Prepares reports of interviews with rationale for classification action;
- Determines need for additional services such as social, psychological or medical and makes referrals;
- Reviews requests for reclassification;
- Conducts hearing on reclassification;
- May conduct inmate orientation program;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of operating methods of detention facilities; considerable knowledge of interviewing techniques; ability to effectively supervise; 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 judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in criminal justice, sociology, psychology or a related field and one (1) year of inmate classification, social work, or corrections experience; 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.