



## CLASS SPECIFICATION

Class Code: 60002241  
Date Established: 04/2003  
Last Reviewed: 10/2022  
Last Revised: 10/2022  
Last Title Change: 10/2022  
FLSA: non-exempt  
Probation: 12 months

### INMATE CLASSIFICATION SPECIALIST

#### **DEFINITION**

Under general supervision, conduct initial and periodic assessment of inmates to determine appropriate classification and housing assignment; evaluate inmate's eligibility for treatment programs and coordinate admission and release to programs; perform other related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A associate's degree from an accredited college or university in criminal justice AND one year of experience in a correctional facility in a capacity involving inmate interaction; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Must obtain certification as a qualified user of the NCIC (National Crime Information Center) and Nevada CJIS (Criminal Justice Information Systems) within two months of employment.

Possession of, or ability to obtain within six months of employment, current certification on the NCIC (National Crime Information Center) and CJIS (Criminal Justice Information Systems) information systems for continued employment.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Review inmate background information, criminal history, pending charges, gang affiliation, medical information and other related information; assess risk to self or others and assign inmate to housing unit following established parameters.

Review inmate classification and modify housing assignment as required; document all inmate movement/transfers and enter information into the automated system.

Interview inmates to gather information concerning criminal history, medical needs, mental health status, etc.; assess inmate's eligibility for work status.

Provide recommendations concerning inmate needs including medical needs, mental health needs, work assignments and protective custody.

Maintain confidential criminal histories and inmate record files using computers and other sources.

Coordinate with deputies assigned to housing units regarding movements/transfers, behavioral problems, disciplinary issues, etc.

Monitor inmate communication sources such as mail, email, telephone and video visitation.

Investigate and respond to Inmate Request Forms.

Communicate with external and internal agencies concerning inmate incarceration and criminal histories.

Attend weekly Mental Health Team meeting to discuss placement options for inmate with mental health needs.

Collect, compile, and evaluate information regarding unit activities; prepare statistical and various types of reports.

Serve as a resource and information source regarding the operational functions of the unit.

Testify in court as required.

Purchase bus tickets for inmates as needed and arrange for payment of ticket through Sheriff's Office funding, if inmate has no other source of payment; transport inmate to bus station and/or local program site.

Special projects as assigned.

Ensure that personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Federal law, Nevada Revised Statutes and departmental guidelines governing inmate classification, rights and privileges.

Sheriff's Office and Washoe County policies and procedures.

Departmental automated database system.

Court procedures and criminal justice vocabulary.

Personal safety procedures.

Policies on confidentiality.

Community resources and services for drug, alcohol, domestic violence, treatment programs.

#### **Ability to:**

Classify inmates in accordance with respective laws, ordinances and guidelines.

Use automated database system to accomplish assigned tasks.

Evaluate inmate history for appropriateness and probability of success in treatment programs.

Coordinate with multiple parties in an effective manner.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Effective interviewing methods and techniques.

Basic detention operations and procedures.

Time management methods.

Computer software systems including Microsoft Office applications.

**Ability to:**

Effectively deal with individuals from diverse socio-economic, age and cultural backgrounds.

Interview inmates.

Prepare and maintain accurate, clear, and concise reports, statistics, and chronological records.

Analyze information using sound, independent judgment, project consequences of decisions and take appropriate action.

Read, interpret and apply regulations, policies and procedures.

Use computer software to enter and retrieve data.

Communicate effectively both orally and in writing.

Present accurate and detailed information in court.

Maintain effective working relationships with co-workers and staff from other law enforcement agencies.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Must be willing to submit a set of fingerprints. Must complete and submit a personal history statement and pass background investigation. Must pass a Computerized Voice Stress Analysis (CVSA) examination. Must be able to sit, stand, walk, push, crouch, stoop, and lift approximately 25 pounds. Must be willing to work a non-standard workweek. Must be willing to work day or swing shift. Must be able to deal directly with inmates in a detention center environment and tolerate exposure to noise, hostility, unsanitary conditions, controlled infectious diseases, and violent inmate behavior. Must be willing to work flexible hours.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*