

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>INMATE SERVICES COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>SHERIFF</b>
<b>REPORTS TO:</b>	<b>CORRECTIONS LIEUTENANT</b>

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<b>CLASS CODE: 74454</b>
<b>FLSA STATUS: N</b>
<b>DATE: 10/99</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to plan, develop and implement programs for inmates in the County correctional facility to provide inmates with opportunities for positive change; coordinates and monitors all phases of program services.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plans, develops, implements and administers jail programs; develops concepts for programs; identifies funding sources; develops and monitors program budgets and the scheduling of programs; develops policies and procedures; prepares annual reports and budgets.

Recruits program providers; conducts background checks on and recommends selection of providers for management approval; conducts orientation and training of providers; maintains personnel files of and provides supervision to providers; evaluates performance, counsels and resolves problems with providers as needed.

Confers with various government agencies, community organizations and individuals related to services to inmates; problem solves and solicits support for programs; negotiates contracts and memorandum of understanding with various agencies.

Maintains a jail law library; keeps books up to date and orders new books as needed; receives and processes requests for legal reference material from inmates; conducts legal research to find and copy requested materials; packages and sends requested items to inmates.

Receives and processes inmate requests such as contacting a minister, social worker, or drug treatment center or providing information on topics such as inmate jail program attendance, programs outside the jail, religious materials or the courts; supplies inmate housing units with reading material and board games on a regular basis.

Maintains a computer data base of program activities; tracks information such as inmate program attendance, average inmate population, list of program providers having security clearance and other statistics.

Maintain by regularly checking the directory file structure, defragmenting the hard drive, solving software problems; updates information provided to the public and/or inmates through the automated phone attendant, bulletin boards and web page.

Makes presentations to community groups, organizations and individuals regarding programs, services and activities; solicits donations to inmate programs.

Maintains office equipment by making minor repairs, ordering replacement parts and installing them; maintains inmate recreational equipment by sending out damaged items for repair or contacting vendors to perform on site repairs; ensures that the jail telephone system is maintained by calling in repairs.

Prepares requisitions and orders various supplies; researches supply questions or problems; stocks supplies once delivered; compares invoices with requisitions for accuracy; maintains inventory of supplies.

Conducts security checks of the programs building; supervises an inmate work crew that provides janitorial services to the programs building.

Reviews and interprets legislation, codes and regulations and ensures program compliance; reviews professional publications and attends seminars to ensure information relating to the operations of jail programs is current.

Prepares reports, correspondence, handouts and other written materials.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school in criminal justice, psychology, sociology or related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License - Class C or better

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative principles and practices, including goal setting and implementation.

Criminal justice system and jail operations.

Principles of program management and evaluation.

Budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to supervise inmates, volunteers and other program providers.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence and procedure manuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak, see and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically very quiet.

file: inmatesv.74454

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.