

Class Concept

Employees in this class handle the initial interviewing and processing of those persons entering the prison system. Employees are located at a Diagnostic Center in the prison facility where the inmates are processed. Work primarily involves gathering socioeconomic information, education, substance abuse history, explaining terms of the sentence, and providing general orientation to prison processes and procedures. Work also includes recording data, and maintaining all inmate records.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the objectives, techniques, and regulations of a prison environment.
- Basic knowledge of the techniques of interviewing.
- Ability to gather and evaluate information concerning an individual's past experience, training, attitude, social environment, and mental capabilities.
- Ability to establish and maintain effective working relationships with inmates, Correctional Officers, and diagnostic support staff.
- Ability to express oneself clearly in oral and written form.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and one year of correctional or human services experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.