

Class Concept

Position is responsible for providing a full range of services, programs, managerial direction and supervision to the: Inmate Classification Section, Operations and Technical Support Section, and the Identification Branch Section. Position supervises staff that performs specialized technical and professional level work relating to custody classification, fingerprinting, and provides guidance and expertise to field staff, law enforcement agencies, and criminal justice agencies. Position is responsible for all policies and procedures related to Inmate Classification, and serves as a resource to others within the agency for unique or complex inmate classification cases.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of both offender and system classification approaches and management information processes and technologies.
- Thorough knowledge of inmate custody, classification, control, and conditions of confinement and security.
- Thorough knowledge of correctional programs and services, policy and procedures, administrative operational requirements.
- Thorough knowledge of offender records and reports.
- Ability to utilize specialized computer software related to offender records and reports.
- Ability to effectively communicate both verbally and in writing to a wide audience.
- Ability to supervise staff, coach, mentor, evaluate performance, make hiring decisions, and discipline staff as needed.

Minimum Education and Experience

Bachelor's degree in human services or a criminal justice field from an appropriately accredited institution and four (4) years of experience in prisons inmate classification or an equivalent combination of education and experience.