

SNOHOMISH COUNTY JOB DESCRIPTION
CORRECTIONS CLASSIFICATION SPECIALIST

Spec No. 4017

BASIC FUNCTION

This class performs work in areas of inmate classification, risk assessment, housing program assignment, inmate discipline, inmate access to mandated services, and development and implementation of programs to meet the social service needs of inmates under the care and supervision of Snohomish County Sheriff's Office – Corrections Bureau.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assess inmates and determines proper custody level, presenting risk factors, violence potential, special needs, program needs and life safety issues; conducts assessments through face to face interviews, review of official records, data bases, and contacts with other professionals to ascertain prior and present in-custody behavior, criminal history, current offense information, and special needs factors such as medical and mental health.
2. Assigns inmate housing within facilities and custody alternatives based on custody level, risk factors and special needs.
3. Periodically conducts reassessments of inmates and adjusts custody level based on changes in behavior, legal status and special needs.
4. Monitors inmates that must be kept separate from other inmates and ensures safety and protection of all parties.
5. Maintains detailed electronic and paper files and documentation regarding inmate behavior, custody level, risk factors, housing/program assignments and special needs for inmates on assigned caseload or program.
6. Creates, presents for approval, oversees implementation and reviews administrative segregation and behavior management plans for inmates who present a danger to the safety and security of the facility.
7. Screens inmates for placement to inmate work status such as inmate worker module, minimum security facilities, work release, home detention, work program and other alternatives to incarceration.
8. Conducts inmate discipline hearings within the scope of department policies, applicable laws, rules, and codes.
9. Reviews inmate requests (KITES) and responds within the scope of department policy and procedure.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

- 10. Provides Notary Services to inmates as needed.
- 11. Refers inmates to in-house and community resources/programs as necessary and appropriate, based on needs.
- 12. Advocates on behalf of inmates with other department staff, courts, and criminal justice agencies regarding issues such as delayed release, property, conflicts, etc.

STATEMENT OF OTHER JOB DUTIES

- 13. May conduct needs assessment of inmate population to determine appropriate in-house programs and/or community resources to be made available to inmate population; facilitates inmate access to programs; leads, teaches and/or facilitates classes, programs, and seminars with groups of inmates; cultivates and develops partnerships with social service agencies, non-profits, community groups, religious organizations and individuals; educates and trains department staff regarding various programs available to inmates.
- 14. May be assigned to coordinate the inmate grievances.
- 15. Responds to inquiries from attorneys, other agencies, and families regarding inmate welfare.
- 16. Provides crisis counseling, intervention, and mitigation as needed.
- 17. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, sociology, social work, counseling, behavioral science, criminal justice, or closely related field; AND, three (3) years experience in adult or juvenile corrections. Experience providing direct services in inmate classification, probation, parole, education, treatment, inmate programs or case management may substitute for up to 2 years of the required education. Must pass job related tests. Must be a United States citizen or lawful permanent resident.

SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation and pre-employment drug screening.

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SPECIAL REQUIREMENTS (Continued)

Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- offender classification and risk assessment techniques
- interviewing and counseling
- individual and group behavior
- mental attitudes, common needs and assets of socially, culturally and economically disadvantaged persons
- laws, codes, and court decisions regarding correctional operations specifically in areas of inmate due process, classification, discipline, and programming
- judicial and criminal justice system
- contemporary practices in correctional programming and offender change
- functions and resources of Seattle-Everett area social and health service agencies
- computer keyboarding, data entry, and word processing, data base and spread sheet programs

Ability to:

- effectively interview inmates, analyze information from multiple sources, determine courses of action and evaluate individual progress
- apply abstract principles, guidelines and concepts to concrete work situations
- work independently, manage multiple priorities and time
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds
- establish and maintain rapport with inmates, guide them toward positive goals and communicate with them in both supportive and confrontive modes
- diffuse hostile and angry individuals using communication skills
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships with criminal justice system officials, social service organizations and agency staff, associates, other county employees and the public
- follow oral and written instructions
- maintain detailed records and prepare clear, concise written reports
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work related laws, rules and other regulations

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SUPERVISION

Employee in this classification reports to the Corrections Classification Supervisor or Community Corrections Lieutenant. Work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained.

WORKING CONDITIONS

Work is performed in a maximum security jail facility or minimum security facility. As these facilities are operated 24 hours per day / 7 days per week, employees in this class may be required to work shifts including days, evenings, and nights including weekends and holidays.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1979 as Probation Counselor
Previous Spec No. 522545
Revised and Re-titled: October 1991 as Corrections Counselor, November 2011 as Corrections Classification Specialist
Revised: April 2003, June 2004, June 2018
EEO Category: 5 - Paraprofessionals
Pay Grade: 238 - Corrections Support Pay Plan
Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission November 5, 2011.
Approved by the Snohomish County Civil Service Commission June 6, 2018.