



## CLASSIFICATION SPECIALIST

<b>JOB CODE: 60030</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$40,102 - \$64,162</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the Classification Shift Supervisor, performs work of a responsible and professional nature related to the classification and reclassification of inmates housed in the Pinellas County Sheriff's Office Department of Detention and Corrections. Work is performed in accordance with Sheriff's Office rules, regulations, policies and procedures. Incumbent exercises independent judgment in assigning appropriate inmate housing and must possess good interpersonal communication skills. The Classification Specialist functions in cooperation with Inmate Records, Medical, Programs and security staff. Work is reviewed through observation and results obtained. **Shift work required.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Interviews inmates within 72 hours of admission to the Pinellas County Jail and at least once, thirty days thereafter
- Exercises judgment in the classification and reclassification of inmates, as it pertains to Custody level, Sexual Violence Propensity, special handling, housing and program participation;
- Monitors inmate behavior during the classification process;
- Sets priorities and organizes workload in an effective and efficient manner;
- Prepares daily housing and availability reports
- Reclassifies inmates based on documented changes in behavior, attitude, custody status, program participation, or upon additional verifiable information;
- Activates, maintains and updates inmate classification records;
- Authorizes the reassignment of inmates from housing units and facilities and coordinates such movement with affected staff;
- Provides information and assistance pertaining to inmate classification;
- Provides court testimony when required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.



Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## **QUALIFICATIONS**

- Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Public Administration, or related field AND one (1) year related experience, OR
- Or four (4) years' experience in a related field
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the criminal justice system
- Ability to communicate effectively, both orally and in writing
- Skill in problem solving and decision making
- Good knowledge of grammar, punctuation, spelling and formatting
- Skill in operating various computer systems
- Skill in assessing individual inmates through interviewing techniques to assign appropriate custody levels and proper housing assignments
- Skill in operating various computer systems to include, but not limited to, Odyssey, JIMS, VIPAR, ACISS, e-Agent, CCIS, CJNET, document imaging, Microsoft Outlook and Excel, and SONET
- Ability to work closely and effectively and directly communicate with inmates, correctional and medical staff, the public and other criminal justice officials
- Ability to monitor and manage jail population levels
- Ability to prepare statistical tabulations and reports
- Ability to exercise sound judgment
- Knowledge of statutes, ordinances, regulations and judicial rulings governing detainees
- Knowledge of correctional operations and the rehabilitation techniques and programs utilized in the field



- Inter-personal communication skills
- Time management skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up 1 hour per day
- Walk up 2 hours per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Occasionally bend, reach, or twist