



UMATILLA COUNTY POSITION DESCRIPTION



Department: Sheriffs
Position Title: On-Call Inmate Programs Technician

Employee Name: _____

Effective Date: _____

Job Series: Jail

Salary Range: 515

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The Inmate Programs Technician position was established to ensure the ongoing task of assisting, coordinating, and implementing the inmate programs, along with the director of said programs, is carried out in a timely and professional manner. This position shall be responsible for general clerical duties in the reception area of the jail; coordination of inmate visiting within the jail and responsible for performing control room duties for the Umatilla County Criminal Justice Center under the supervision of the Corporals, Shift Sergeants, Jail Lieutenant and Jail Administrator.

SUPERVISORY RELATIONSHIPS

Supervision Received:

Under the supervision of the Jail Sergeants or designee. Will receive a performance evaluation on work quality and productivity on an annual basis by the Sergeants or designee.

Supervision Executed:

The Inmate Programs Technician position will not be responsible for supervision or direction of other Sheriff's Office staff.

PRINCIPAL DUTIES OF POSITION

- Oversee and participate in the processing and filing of various types of paperwork. Data entry, using the jail computer system. EE
- Type forms, reports, correspondence, and/or other material, from: copy, rough draft, dictation, or oral instruction. Proof read documents. EE
- Maintain written log, such as: daily log entries, incident log, booking information, visitation lists and logs, population records, and other jail records. EE
- Handle inmate funds and bail monies - including money orders and cash. EE
- Operate office machines, including: computer, multi-line telephone system, typewriter, LEDS, copier, adding machine, two-way communication radio, control panel, and fax machine. EE
- Operate the inmate legal and social visiting program. EE

- Process incoming and outgoing mail. EE
- Answer telephones, take messages, assist public inquiries - via the telephone. EE
- Monitor inmates, visitors, attorneys, clergy, and the public - from the reception area. Responsible for opening/closing of the jail doors, via the control panel, for visiting and courtroom access.
- Promptly advise corrections officers of emergency situations, and call for assistance as outlined in emergency procedures. EE
- Maintain confidentiality of documents, correspondence, and communications, within the correctional facility.
- Assist the Inmate Programs Sergeant in the development of new inmate programs which contribute to the inmates' health and welfare.
- Recruit and screen volunteers to assist in the inmate programs. EE
- Operate and control security doors inside and outside the facility.
- Monitor safety and security equipment including alarms and camera monitors.
- Answer inmate intercom system.
- Advise housing areas of court, visits, releases, and other pending inmate movement.
- Supervise key, radio, and emergency equipment inventory and issuance.
- Promptly advise Corrections Officers of emergency situations and call for assistance as outlined in the emergency policies.
- Maintain confidentiality of documents, correspondence and communications within the correctional facility.
- Monitor the activity of the floor officer and other corrections staff. Call for back-up when appropriate.
- Other duties as assigned.

OTHER DUTIES OF POSITION

The duties of the Inmate Programs Technician may be changed as needed to serve the goals of the division. The statements contained herein reflect general details as necessary to describe the principle functions of the Umatilla County Sheriff's Office Inmate Programs Technician. They should not be considered an all-inclusive list of work requirements.

REQUIREMENTS FOR POSITION

- High School Diploma/GED.
- Must be at least 18 years of age.
- Ability to obtain LEADS certification.
- Must possess excellent typing and computer skills.
- Operate miscellaneous office equipment.
- Be a highly organized and self-motivated individual.
- Prior experience working with confidential information.
- Excellent verbal/written communication skills.
- The ability to establish and maintain effective working relationships with employees, other agencies, and the general public.
- This position requires direct and indirect contact with convicted felons.
- Ability to perform as a team member.
- Able to work with minimal supervision.
- Position work site is ADA exempt.

writing.

- An employee must be able to work upstairs and use a 15' ladder.
- Must possess knowledge to operate a control panel.
- Knowledge to operate and communicate on a police radio.
- Good communications both orally and in writing.
- Must be observant and have the ability to make response decisions under low, medium and high stress situations.
- Must be multi-task orientated individual.
- Ability to pass a criminal background check.
- Must be possess a valid driver's license.

Special Qualifications

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk, and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust vision.

Tools and Equipment Used

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date

