

## FORSYTH COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: INMATE SERVICES SPECIALIST**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized administrative and clerical work related to entering data for arrestees being booked into the jail, categorizing, organizing, storing, and returning inmate property, and reviewing/interpreting documentation for inmates being released from the Forsyth County Jail.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Reviews the database or calendar for scheduled releases, interprets court paperwork dictating when releases are to occur and lengths of sentencing, bond amounts or when no bond is available; processes scheduled releases; enters release data in the record management system; makes any necessary notations.

Provides information to public regarding posting bond; determines type of bond needed for an inmate's release; answers questions regarding bond conditions, forms, fees, and related issues; collects fees and processes cash for bond fees, purge fees and other court associated monies during the release process.

Processes files of inmates being released on bond; completes bond forms; reviews applicable bond conditions with inmate; gathers appropriate signatures; utilizes the Georgia Crime Information Center (GCIC) system to complete checks for outstanding warrants or holds for inmates prior to release; submits files to supervisors for review.

Coordinates actual release of inmates; communicates with detention center security staff; reviews and submits appropriate forms and paperwork.

Processes a variety of documents associated with departmental operations; verifies completeness and accuracy of information; ensures compliance with established procedures; completes tasks within designated time; receives and reviews pre-booking forms, charging documents, warrants, transfer of custody forms or other documentation; prints and distributes documents; maintains records as required. May communicate with inmates to obtain and verify information.

Maintains assorted logs detailing daily activity, warrants, inmate activity, messages, facsimiles, and teletypes; and logs information into an automated system or records information manually into appropriate logs as appropriate.

Maintains departmental file system: compiles documentation; prepares and sets up files, sorts/organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Provides administrative support to assist with inmate management: contacts other units or detention center security staff to notify when inmates need to be moved to other locations or to be released.

Attend meetings and in-service training as required to maintain knowledge of departmental operations, to promote improved job performance, and stay current with changing policies and procedures.

Processes mail for inmates; confiscates contraband mail and informs inmate of such; prepares contraband property for destruction; maintains security and integrity of inmate property; processes inmate property for storage; release and destruction; compiling inmate indigent packages (post cards, food items) for distribution weekly; receives and processes inmate clothing from family; catalogs and packages inmate property into a vacuum-sealed bag and places in storage; releases inmate property to family member or friend with proper release from inmate; sends correspondence to released inmate regarding property left at detention center; stores and makes available to inmate court clothing provided by family members; responds to inmate family member's questions regarding inmate property; prepares abandoned inmate property to be delivered to the property and evidence section (Enforcement Division).

Enters, updates, and retrieves information into computerized booking system and record management system; enters inmate information, booking, and property details; researches warrant information, driver licenses and tags, criminal codes, citations, etc.; verifies accuracy of information; submits information to appropriate staff; ensures holds placed on transferred inmates for originating agency.

Answers non-emergency calls received on the main detention center switchboard: provides information, answers questions, takes messages, and/or transfers/connects calls to appropriate staff, department, extension, service, or agency; provides directions/referrals, answers routine complaints/concerns; relays information to appropriate officials; obtains information from callers and works to keep caller calm if needed.

Performs clerical support tasks, which may include making copies, sending/receiving faxes, locating telephone numbers and addresses, tracking court dates, or contacting magistrate court/judge as needed; performs housekeeping tasks.

Operates telephones, fax machines, shredders, a personal computer, general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

This classification is designed as a safety sensitive position, which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Oversees the work completed by the inmates in the inmate kitchen.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED and successful completion of in-house training required; supplemented by one (1) year previous experience in customer service, bookkeeping, or office administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully pass a background investigation. Must obtain and maintain a GCIC/NCIC certification. Typing speed of 30 words per minute is required. Assignment involving overseeing inmates in the kitchen will require employee to obtain and maintain a SafeServe certification prior to or upon hire.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as confined spaces, machinery, bright/dim lights, animal/human bites, firearms, violence, disease, or rude/irate customers.

*Forsyth County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*