



CLASS SPECIFICATION

Class Code: 16525
Date Est: 07/2008
Last Rev: 01/2015
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

SHERIFF SUPPORT SPECIALIST TRAINEE

OPTION A: Alternatives to Incarceration Unit (AIU)

OPTION B: Central Control

OPTION C: Booking

DEFINITION

Under general supervision, performs a variety of technical and clerical duties in support of the Sheriff's Office operations; provides information and assistance to the general public in relation to basic policies and procedures of the department and/or directs them to appropriate staff for additional assistance; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience that would provide the required entry-level knowledge, skills, and abilities.

LICENSE OR CERTIFICATE

Some positions require certification as a qualified user of the National Crime Information Center and Nevada Criminal Justice Information Systems within one year of employment.

DISTINGUISHING CHARACTERISTICS

This is the trainee level in the Sheriff Support Specialist A/B/C that provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated during the probationary period, an incumbent will not be retained. When a vacancy occurs in one option, incumbents of the other options may submit a request to transfer to the vacancy. Transfer from one option to another is subject to the approval of the appointing authority.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

All Options:

Observe activities of individuals within an assigned area of the Sheriff's office to identify potential security problems, evaluate situations, and take swift and appropriate action, in accordance with established policy and procedures, to ensure the safety of deputies, civilians, inmates and the general public.

Assist the public, either in person or on the telephone, by providing information regarding the Sheriff's Department operations, policies and procedures, in accordance with established guidelines and protocols, and/or making referrals to appropriate staff or other agencies.

Receive training and to begin searching criminal justice database and encoding a variety of reports, documents, and criminal justice records to ensure current information is available to a variety of law enforcement agencies.

Write reports, utilizing a variety of informational sources and data collection techniques, and forward to appropriate staff for processing. Reports include but are not limited to: booking and release records, inmate

incident reports, complaints from the public, missing/lost person's reports, reports of runaway juveniles, shift activity reports, accident reports, and vandalism reports.

Maintain activity logs and compile data pertaining to the assignment area; submit periodic activity summaries to supervisors.

Draft correspondence in response to complaints and requests for information from inmates, the general public and staff and forwards to appropriate staff for handling.

Input and maintain information in the corrections management computerized database system.

PLUS

Alternatives to Incarceration Unit (Option A):

Screen inmates to determine eligibility for early release in an alternative program.

Maintain daily, weekly and monthly statistics for the SCWP (Sheriff's Community Work Program) to identify trends and assist Program Coordinator in determining the most effective deployment of resources.

Perform daily check in of community service workers and reconciliation of the daily check in process to ensure SCWP participants are completing community services hours as assigned by the courts.

Report to the Courts daily regarding community service workers are in compliance with the court order.

Review inmate e-mail and determine if the content may jeopardize the safety and security of the facility in accordance with Sheriff's Office policies.

Facilitate bi-monthly user agency training of work crew leaders from different agencies on how to properly supervise workers, transport and report injuries/issues.

Assist with Work Readiness Program by helping offenders find meaningful and sustainable employment.

Arrange inmate participation in Reno Municipal Court "Kids Court Program" on a monthly basis by identifying eligible incarcerated individuals to warn local youth of the consequences of criminal behavior.

Coordinate SCWP system updates, monitor system for accuracy and efficiency; resolve user issues.

Enter inmate data into Tiburon system with accuracy.

OR

Central Control (Option B):

Observe activities and individuals within an assigned area of the Washoe County Detention Facility, through direct visual scan or closed circuit television monitors, to identify potential security problems and take prescribed action.

Receive training to begin to monitor cell control panels, audible alarms, fire alarm system, radio transmissions, and other control systems within the facility in order to respond to situations as they occur, in an appropriate and timely manner.

Regulate access and movement by inmates, civilians, and deputies to assigned areas, by remotely opening and closing electronic doors, in order to maintain security and safety within the facility.

Monitor inmates within the facility, verify inmates' destinations, and notify deputies and civilian staff of inmates' arrival in order to assist deputies in the movement and placement of inmates.

Participate in responding directly to inmate communications in the housing units and common inmate areas, providing them with information and assistance in accordance with prescribed procedures and protocols.

Maintain a computerized database of inmate housing assignments; provide copies of the housing report to deputies at the change of each shift to facilitate operations and assist with maintaining security within the facility.

Screen visitors to the detention facility, maintain visitor records, and monitor inmate visits to ensure regulations have been met. Receive training to access the criminal history information network (NCICI/NCJIS) to include pertinent information, such as outstanding warrants, failures to appear on visitors for inmates.

OR

Booking (Option C):

Interview arrestees to obtain personal and other identifying information, which is used to verify the individual's identity, ensure appropriate handling during incarceration and screen individuals for potential release on their own recognizance.

Receive training to access the criminal history information network (NCIC/NCJIS) to include pertinent information, such as outstanding warrants, failures to appear, and previous convictions in the booking file.

Participate in reviewing paperwork submitted by the arresting/transporting officer and other agencies for accuracy and completeness; seal records as appropriate.

Receive confiscated money and valuables, verifying amount of money, identifying valuables, depositing funds, and submitting valuables for proper storage; release of money and valuables upon confirmation and verification of inmate release or transfer.

Accept money for payment of bails, bonds, and charges; issue receipts, post appropriate ledgers, and balance cash drawers to ensure the accuracy of accounting records.

Monitor court commitments and related court documents by tracking when inmates are scheduled for return; accept identification from returning inmates and report all discrepancies to Central Control for appropriate action.

Learn to review inmate's records to verify the validity and appropriateness of release, prior to the release or transfer of an inmate; certify that the required documentation is present and all conditions of release are satisfied; notify all concerned of impending release of the inmate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

All Options:

Policies, procedures, rules, and regulations of Washoe County and the Washoe County Sheriff's Office.

Operating policies and procedures specific to the option.

Terms and acronyms commonly used in the assigned function.

Laws, rules, and regulations that apply to the assigned function.

Computer software utilized by the facility and within an assigned option.

PLUS

Central Control (Option B):

Radio codes and electronic surveillance and security equipment used by the Central Control section.

OR

Booking (Option C):

Basic office practices and procedures.

Basic mathematical principles.

Ability to:

All Options:

Organize and analyze financial records.

Deal effectively with individuals from diverse socioeconomic backgrounds and in stressful situations.

Read, comprehend, and apply a variety of laws, regulations, training materials, operating procedures, and policy and procedure manuals.

Communicate effectively, both orally and in writing.

Analyze situations and make sound judgments.

Remain calm in stressful situations.

Follow instructions in periods of intense activity.

Compile data and complete reports.

Perform data entry with sufficient speed and accuracy to perform the job.

Perform multiple functions in periods of intense activity.

Operate a computer.

OR

Alternatives to Incarceration Unit (Option A):

Maintain certification as a qualified user of the National Crime Information Center and Nevada Criminal Justice Information Systems.

OR

Central Control (Option B):

Monitor electronic surveillance equipment for long periods of time and identify potential security problems.

Identify alarms and respond to voice transmissions appropriately.

Quickly make appropriate decisions in response to emergencies.

Booking (Option C):

Maintain certification as a qualified user of the National Crime Information Center and Nevada Criminal Justice Information Systems.

Compile and maintain records.

Cash transactions and balance receipts.

Verify accuracy and content of documents.

Skill to:

All Options:

Pass a data entry test with 5,500 keystrokes per hour with 95% accuracy.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

All Options:

Skill to pass a data entry test with 5,500 keystrokes per hour with 95% accuracy. Must be willing to work shift work. Must be willing to submit a set of fingerprints. Must complete and submit a personal history statement and pass background investigation. Must pass a Computerized Voice Stress Analysis (CVSA) examination. Must be able to sit, stand, walk, push, crouch, stoop, twist upper body, lift approximately 50 pounds, and distinguish between colors. Must be able to work in a confined space. Must be able to work in a noisy environment. Must be able to deal directly with arrestees/and visitors in a detention center environment and tolerate exposure to noise and hostility. Must pass a polygraph examination and background investigation.

PLUS

Central Control (Option B):

Must possess sufficient hearing ability to discern voice transmissions and alarms.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.