

CORRECTION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, in a correctional facility, for assisting the chief officer or his/ her designee in the coordination of educational, legal, recreational and counseling programs for inmates. The work is carried out in accordance with standards and procedures utilized in correctional facilities and involves a variety of coordinate and case management duties. This is a civilian position in the facility and functions in a manner that is supportive of the function of the facility and the work of its' officers. Work is performed under the general supervision of a higher level employee or officer. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Assists in the coordination of educational, legal, recreational and counseling programs for inmates;

Develops and maintains liaison with community resources available to incarcerated and former inmates;

Makes appropriate referrals as needed;

Performs clerical tasks (i.e.: filing, distributing mail, etc.);

Gathers routine data;

Interviews and gathers information from inmates to assess potential needs;

Maintains case files, prepares written and oral reports;

Observes inmate behavior noting anything unusual which may indicate that the inmate is in physical or emotional distress;

Maintains facility library.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of policies, procedures, and practices of the correctional facility; working knowledge of the range of human service programs, legal resources and other community resources related to the needs of a defendant/ offender population; ability to prepare and present written and oral reports; ability to relate to and maintain order and discipline with a potentially difficult client population; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or its equivalent and one year of coordination, development, or provision of

correctional, legal, educational, rehabilitative, or human services to a defendant/ offender population.

ULSTER COUNTY
1785 CORR AST
Classification: Competitive
Union: UCSEA

Draft: January 26, 1996
Adopted: February 8, 1996