

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

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| CLASSIFICATION TITLE: | PRE-RELEASE PROGRAM ASSISTANT |
| FLSA STATUS: | NON-EXEMPT |
| SAFETY SENSITIVE: | SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING |

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized and administrative work associated with offender program services that will reduce recidivism. Duties and responsibilities include supervising and meeting with participants, developing programs, monitoring progress, providing support, preparing reports and maintaining records, answering the telephone and providing information, and performing other tasks as assigned. Reports to Captain.

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.

Conducts assessments to determine program eligibility, individual objectives, and personal goals.

Provides or coordinates career-based training and coaching to qualified participants; promotes knowledge of available options and choices necessary for successful reintegration into family life, the work force, and the community.

Meets with participants to monitor progress.

Ensures the program is a positive representation of the county through professionalism in the execution of duties.

Maintains records on participant activities; submits required records timely.

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Monitors inmate activities inside the facility on a continual basis in relation to offender program.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates.

Maintains logs, records, and reports of all incidents, and other activities.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, visitors, and other individuals.

Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, court personnel, jurors, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Prepares, transcribes, or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Rutherford County, Tennessee • Pre-Release Program Assistant

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Must complete work at assigned workstation determined by supervisor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 6 months previous experience and/or training involving rehabilitation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A background in criminal justice is preferred. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Include exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

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 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 traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Surface: tile, concrete, asphalt, carpet
 Estimated Total Hours: 2

2. SITTING

Estimated Total Hours: 3-4

3. LIFTING/CARRYING

Objects: files, books, paperwork, tools for classroom

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | X | X | | | |
| 11-25 lbs | | | X | X | |
| 26-50 lbs | | | | | X |
| 51-75 lbs | | | | | X |
| 76-100 lbs | | | | | X |
| >100 lbs | | | | | X |

4. PUSHING/PULLING

Objects: drawers in desk
 Height of hands above floor during push: 2 feet
 Frequency: daily

5. CLIMBING

Tasks: stairs
 Frequency: daily

6. BENDING/SQUATTING/KNEELING

Tasks: filing
 Frequency: daily

7. REACHING

Tasks: filing
 Hands Used: RIGHT LEFT BOTH

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|----------------|-----------|----------|--------------|
| 0-20" | All directions | Hourly | Minutes | 1 lb or less |
| 21-36" | na | | | |

8. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | X | |
| Cold Temperatures | X | X |
| Sudden Changes in Temperature | | X |
| Noise | X | |
| Fumes | | X |
| Cramped Quarters | | X |
| Cold Surfaces | | X |
| Hot Surfaces | | X |
| Sharp Edges | | X |
| Vibration | | X |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | X | |

| | |
|------------------------|--------------------------|
| Inside Building | 75 - 95 % of time |
| Outside | 5 - 25 % of time |

9. OTHER JOB DEMANDS

| Does Job Require | Yes | No |
|-------------------------|------------|-----------|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | | X |
| Twisting | X | |
| Sweeping/Mopping | X | |
| General Cleaning | X | |
| Handling Trash | X | |

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Computer, Scanner, Copier, Fax Machine, Phone, Stapler

11. HAND USE

| Type of Use | Yes | No | Frequency |
|--|------------|-----------|------------------|
| Keystrokes | X | | daily |
| Grasp | X | | |
| Fine Motor i.e.: writing, twisting hands or wrist, etc. | X | | |

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Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee Full Legal Name (printed)

Employee Signature

Date