

Champaign County Job Description

Job Title: Support Services Officer – Corrections

Department: Sheriff

Reports to: Jail Administrator

Grade Range: G

FLSA Status: Non-exempt

Employment Status: Non-Bargaining

Prepared Date: September 2023

SUMMARY – Perform supportive functions for the Corrections division, to include fingerprinting of individuals, overseeing clerical aspects of the Electronic Home Detention program, helping to coordinate inmate services with the Program Coordinator, and helping coordinate employee programs and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain a schedule of individuals needing fingerprinted, including through the book-and-release program. Fingerprint individuals.

Oversees the Electronic Home Detention (EHD) program, to include new participant orientation, scheduling, and other details relevant to the EHD program. Provides recommendations to the Jail Superintendent for program improvement.

Prepares statistical reports, as required.

Assists the Program Coordinator – Corrections with coordinating inmate services, as necessary.

Assists the Jail Superintendent and other jail administrators with employee programs and initiatives, as necessary.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High School diploma or general education degree (GED); college degree preferred. Experience working within a correctional facility preferred. Knowledge of the laws, rules and regulations pertaining to Correctional facilities operations and the methods and practices pertaining to the Correctional system preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees of the organization. Considerable skill in oral and written communications desirable.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to think innovatively in unique situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job in a correctional facility. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment may vary from a quiet office environment to a moderate to loud environment.