

WORK RELEASE COORDINATOR - SHERIFF DEPARTMENT

CLASSIFICATION TITLE: WORK RELEASE COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide law enforcement and security to the County and to direct and supervise the operations of the Work Release Program.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manage the Work Release Program: determines eligibility for participation in the program; notifies judge of eligibility; processes inmates into the program; performs inmate job checks; verifies work hours; updates work release handbook.

Investigate complaints with staff.

Schedules revocation hearings; coordinates inmates' court hearings; obtains warrants and executes warrants of escaped inmates; tracks inmates on the Delayed Entry Program.

Administers drug and alcohol testing for program inmates; calculates inmate release dates; notifies probation of inmate release dates; schedules inmate reporting dates; informs judges of available space.

Secures inmates and controls behavior; disciplines inmates who violate rules and regulations; locks down inmates who commit major violations; manages administrative problems with inmates; coordinates inmate visitation.

Collects payments and issues receipts; verifies inmate financial accounts; makes deposits at bank; balances inmate accounts; prepares checks for fines and submits to Clerk's office; collects and disperses child support; reconciles bank statements.

Performs various clerical and administrative duties: enters inmate information into

Georgia Crime Information Center (GCIC) database; maintains adult education roster; files inmate folders; prepares various reports including overtime and monthly reports; prepare employee schedules; enters payroll information into the computer; orders supplies; answers the telephone.

ADDITIONAL FUNCTIONS

Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and to enhance performance; attends civic functions when directed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelors Degree in Accounting, Finance, Management, or related field; supplemented by three (3) years previous experience and/or training that includes accounting or related work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be capable of obtaining certification as a Correctional or Law Enforcement Officer.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton 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.