

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Correctional Technician  
**ALLOCATION:** Sheriff & Probation  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** March 2018  
**REVISED:** October 2021

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### **JOB SUMMARY:**

Under general supervision, operate and monitor video and audio equipment to ensure safety and security of inmates, juveniles, and staff; perform a variety of technical and clerical duties of moderate difficulty and support duties associated with the intake and release of inmates in the County's Jail system and juveniles in the County's Juvenile Detention Facility; enter all pertinent information into the computerized booking system; document inmate and juvenile observations; to provide public reception, access and assistance as required; and perform related duties as assigned.

This is the entry level in the correctional series.

### **CLASS CHARACTERISTICS:**

When assigned to the Probation Department - This position receives administrative oversight from the Administrative Services Officer, and daily direction from Supervising Juvenile Corrections Officers.

When assigned to the Sheriff's Department - This position reports directly to a Correctional Sergeant.

This class is distinguished from Correctional Officer or Juvenile Corrections Officer in that the Correctional Technician does not have direct physical contact with inmates or juveniles. This class is distinguished from other classes by the necessity to work shift work and in a lock down facility.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Process paperwork provided by law enforcement officer or the courts for new inmates or youth; verify information on booking forms; obtain signatures; oversee telephone usage; obtain photographs; inventory and securely process property and money for safekeeping.
- Gather and enter inmate or youth information into computerized booking system; prepare and route computer-generated booking; complete files, logs, charts and other documents associated with jail or juvenile detention facility booking activities.
- Participate in monitoring safety and security of the staff, inmates, juveniles, visitors and facility; notify appropriate staff of any incidents, problems, or suspicious behavior.
- Observe and assess the behavior of inmates or youth from a control room; monitor radio communications; and operate intercom and electronic door controls in routine and emergency conditions.
- Process court paperwork, process discharge paperwork, and enter data into computer system.
- Update manual and automated inmate or youth records and tracking systems.
- Monitor inmates or youth on exercise yard from a controlled area; monitor and document inmates' or youths' recreational activities.
- Process and monitor visitors, ascertains nature of business, assist and/or direct visitors to appropriate person, observe visitation, report security violations.
- Operate county vehicle for errands, pickups, deliveries.
- Utilize a computer to input, access, retrieve and review data.
- Receive and send information to and from other agencies and jurisdictions.
- Prepare various reports, forms, and documents.
- Review and audit various documentation and processes, forward or take other action as appropriate.
- Gather information and statistical data for administrative purposes; receive and send information to and from other agencies and jurisdictions.
- Process incoming and outgoing inmate or youth mail.
- Respond to requests for assistance.
- Perform a variety of general administrative duties and other duties as assigned.

When assigned to the Jail:

- Receive monies in payment of bail, commissary supplies, or other fees/services; post receipts to appropriate account; forward as appropriate.
- Monitor and assign participants on work alternative program; check for compliance to performance standards and agreements, report non-compliance and violations.
- Schedule court appearances.
- Conduct and document safety checks of inmates held in the booking area.
- Check local, state and federal warrants; check criminal history records; collect and distribute related paperwork.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Answers telephones, takes messages or directs calls as appropriate.
- Uses two-way radio for communication with staff throughout the correctional facility and during vehicle use.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Federal, state, and county laws, correctional facility policy and procedures, department written directives, and California standards pertaining to correctional facilities.
- Principles of record keeping, case files, filing systems, report preparation, and records management.
- Legal terminology, and court processes and procedures; processing various legal documents and applications.
- Behavior patterns of inmates or youth.
- Personal computers utilizing a variety of hardware and software applications, including computer applications involving word processing, maintenance of databases or spreadsheet files and developing reports.
- Safety practices and precautions pertaining to the work.
- First aid methods and procedures.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**Skill in:**

- Establishing and maintaining cooperative working relationships with law enforcement and court officers, staff, inmates, youth, probationers, advocates, and the public.
- Writing and completing accurate reports and observations.
- Analyzing and resolving operational problems.
- Operating booking equipment, including camera equipment, personal computer, and software applications.
- Following and effectively communicating verbal and written instructions.
- Working independently and as a team member.
- Identifying and utilizing community resources and services.
- Dealing successfully with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply institutional rules, policies, and regulations to maintain safety.
- Perform technical, specialized, and / or detailed complex clerical working involving independent judgement.
- Understand, interpret, and apply complex, pertinent, laws, ordinances, codes, policies, procedures, and regulations, maintaining composure, and working effectively under stressful conditions and emergency situations. Execute security protocols. Recognize when something is wrong or is likely to go wrong.
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.

- Maintain composure and keep emotions in check, even in very difficult situations.
- Deal effectively with manipulative or antisocial behavior.
- Process a high volume of work amid interruptions.
- Comply with County, department, and division policies, procedures and regulations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical detention setting.
- Stamina to stand and/or walk for an extended period of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- When assigned to the Sheriff's Department, work is performed in a smoke-free jail environment and correctional facilities and requires shift work.
- When assigned to the Probation Department, work is performed in an office or control room setting within a secured juvenile detention facility or a minimum security youth guidance center and requires shift work.
- Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift.
- Work with exposure to difficult situations and individuals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.
- Typing Certificate: Min: 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum wpm required.

**Special Requirements:**

- Work off-hours (shift work) including evening, night, weekend and holiday shifts.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school, some college level course work in law enforcement, criminal justice or a related field, or one year of experience involving public contact, or general clerical such as filing, record keeping, data entry and/or typing.

**PREFERRED:** In addition to the minimum, possession of an Associate's Degree with major course work in administration of justice, criminal justice, corrections, law enforcement or a field related to the work and / or additional years of experience as defined above

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:

Human Resources Approval: Analyst

Date:

Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC: F  
WC: 9410

Established: March 2018  
Revised: October 2021