

FRANKLIN COUNTY SHERIFF'S OFFICE

<u>Job Title:</u>	Corrections Services Coordinator
<u>Bargaining Unit:</u>	Non bargaining unit
<u>Hours of Work:</u>	Full time, holidays and weekends; 1 st , 2 nd and 3 rd shift
<u>Rate of Pay:</u>	\$15.81 per hour

Job Duties

In one of the Correctional facilities, under general supervision, this position is responsible for ensuring laundry in the facility is cleaned and distributed according to policy and procedure by directing, coordinating and monitoring inmates; monitors and logs recreation and/or visitation activity for inmates. Examples of job duties include:

- Plans, directs and coordinates all operations of institution laundry (e.g., washing, drying and repairing clothing, towels and linens), monitors inmates in classifying, washing, drying, folding and checking laundry, inspects work in progress & in completion, assigns work to inmates.
- Monitors recreation and/or visitation programs & activities in progress.
- Maintains accurate records on use of equipment & facilities, program participation, professional visits, clergy visits, personal visits, property being left for inmates, mail.
- Sorts and searches mail for contraband; sorts for distribution through facility.
- Coordinates with staff for visitation and delivery of mail.
- Uses a personal computer to access information in the Jail Management System and answers questions from public, other agencies, and staff. Other duties as assigned.

Knowledge Skills and Abilities

Knowledge of methods & techniques of monitoring inmates*; Office rules, policies & procedures*; laundry operational practices & procedures*; safety practices associated with use of laundry equipment, searching mail for contraband*; inventory control. Skill in operation of laundry equipment, recreational equipment. Ability to deal with variables in somewhat unfamiliar context; understand technical & verbal instructions associated with operating laundry facility/ recreational activity; gather, collate & classify information about data, people or things; use a personal computer; lift up to 25 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly; ability to calculate fractions & percentages.

*may be developed after employment

Minimum Characteristics

High school diploma or GED; formal education in English & arithmetic, including reading, writing and speaking English; 6 mos. training or experience in laundry practices & procedures; exp. with recreational equipment. Or equivalent of minimum class qualifications. Must have a legal right to work in the United States.

Unusual Working Conditions

May be exposed to inmate conflict, human waste or infectious toxic substances, and loud constant noise from equipment.