



**(DRAFT) Jail Population Control
Coordinator (DRAFT)**

Class Code:
29221a

Bargaining Unit: None

COUNTY OF SUMMIT

Established Date: Sep 12, 2014

Revision Date: Sep 12, 2014

SALARY RANGE

\$19.13 - \$27.71 Hourly

\$1,530.40 - \$2,216.80 Biweekly

\$39,790.40 - \$57,636.80 Annually

DESCRIPTION:

Under direction of the Jail Commander; implements, monitors and coordinates an efficient intake processing program; prepares and maintains documentation; acts as a liaison with affected entities. Performs other related duties as required

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Implements policies and procedures to increase maximum efficiency in the processing of inmates (e.g. booking, alternative programs, transfers, released, etc.); monitors system utilization to ensure maximum efficiency between the correction system and other correctional facilities (institutional and private); provides input for revision of present and future inmate processing protocols; recommends corrective action to resolve system problems.

Acts as a liaison person representing the Sheriff in intra and inter relation activities (e.g. courts, judges, state and local correctional officials, social service agencies, and general public, etc.); in discussions related to system population flow.

Prepares and maintains daily, monthly and yearly statistical documentation related to inmate processing activities (e.g., population, bookings, releases, convey, minimum security transfers, etc.). Researches and coordinates possible grants for Corrective Division.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

High School Diploma required. Associates degree in law enforcement preferred; five (5) years experience in a correction facility. Five (5) years experience as Jail Registrar preferred.

NOTE:

An employee will be exposed to the normal hazards associated with a correction facility; must be able to access and travel to the various work sites; may be required to have and maintain a valid State of Ohio vehicle operators license

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of law enforcement administration; correctional institutional standards. **Thorough knowledge of** data processing techniques; department goals and objectives*; departmental policies and procedures*; court structure and process; human and public relations. **Ability to** deal with many variables and determine specific action; use statistical analysis; use proper research in gathering data; prepare complex documentation; work alone on most tasks; develop good rapport with courts, public elected officials',

EXHIBIT B

administrators; handle sensitive inquires from and contacts with officials.

(*Indicates developed after employment).