

EL PASO COUNTY SHERIFF'S OFFICE

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Inmate Classification Assistant

SUMMARY OF FUNCTIONS: Entering computer data to help streamline the operations of the Inmate Classification Section.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Computer data entry.	Frequent
2. Prepare and type documents.	Occasional

OTHER JOB FUNCTIONS

Other duties as assigned.

QUALIFICATIONS:

- Must be over the age of 18.
- Must have strong organizational skills and be detail oriented.
- Good typing and computer skills.
- Ability to work well with others.
- Willingness to learn new things.
- Must successfully pass a local and national background check including a computerized voice stress analysis exam.
- Ability to complete the online Criminal Justice Information training.

LICENSES OR CERTIFICATES REQUIRED

None.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Inmate Classification Supervisor

Supervises: None

WORKING CONDITIONS:

Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates exists.