

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS CLASSIFICATION SUPERVISOR

Spec No. 4016

BASIC FUNCTION

This class is responsible for the supervision and oversight of staff, programs and processes related to inmate classification, housing/program assignment, inmate discipline, inmate access to mandated services, and development and implementation of programs to meet the social service needs of inmates under the care and supervision of the Snohomish County Sheriff's Office – Corrections Bureau.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises and evaluates the work of subordinate professional and support staff; participates in the selection, discipline and termination of subordinate employees; supervises and coordinates the training of new employees, volunteers and other participants from related agencies.
2. Oversees operations relating to inmate classification, discipline, grievances, housing and programs assignment in Bureau facilities.
3. Recommends, develops and implements departmental policy and procedural changes as it applies to inmate classification, housing, discipline, grievances, religious services, education, programs, access to courts, volunteer/professional access and other services within area of responsibility.
4. Assists and advises office staff at all levels regarding procedural and policy questions relating to inmate classification and programs. Problem solves unusual and complex classification and program situations.
5. Coordinates classification and programs unit activities and operations with other Bureau Divisions.
6. Networks and collaborates with other government and community agencies to develop and implement cost effective mandated services, educational and social service programs that meet the needs of the inmate population.
7. Responds to prisoner grievances regarding areas of supervision and responsibility.
8. Responds to inquiries both verbally and in writing from inmates, citizens, attorneys, other criminal justice agencies, and elected officials.

STATEMENT OF OTHER JOB DUTIES

9. Serves on internal and external teams, committees and task forces as assigned.
10. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, sociology, public administration, criminal justice or closely related field, PLUS, three (3) years of experience working in adult or juvenile corrections providing direct services in inmate classification, probation, parole, education, treatment, inmate programs, or case management. Prior experience as a supervisor is preferred; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation and pre-employment drug screening.

Candidate must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- interviewing, diagnostic and counseling methods and techniques
- the principles of individual and group behavior and behavior management; the literature, trends and developments in correctional programs
- the judicial and criminal justice systems
- computer software used in office settings – word processing, spread sheets, data bases
- various types of local, state, regional and federal criminal justice data bases
- local, state and federal resources and agencies
- the basic principles of program planning and supervision and administrative management
- grant funded programs and grant development

Ability to:

- exercise of judgment
- time management and organization
- critically analyze and solve work-related problems
- work with an ethnically diverse population
- computer usage
- effective oral communication and listening
- communicate orally in both supportive and confrontive modes
- read, interpret and apply work related laws, rules and regulations
- handle crisis and emergency situations
- writing and presentation

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PHYSICAL EFFORT

Good physical condition is required to deal with occasional violent or threatening behavior on the part of detention facility residents.

SUPERVISION

The employee reports to the Community Corrections Lieutenant, or other administrative manager as assigned. The work is performed with considerable independence in accordance with established policies and procedures. The employee supervises the work of subordinate Corrections Classification Specialists and the Program Assistant.

WORKING CONDITIONS

The work is performed in a maximum security jail or minimum security Work Release/Special Detention Facility on an assigned shift; some positions require shifts that may involve working evenings, nights, weekends and holidays.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1980 as Counselor Supervisor
Previous Spec No. 521546
Revised: March 1983, July 1998, August 2008, June 2018
Revised and Re-titled: November 2011 as Corrections Classification Supervisor
EEO Category: 2 - Professionals
Pay Grade: 242 - Corrections Supervisor Pay Plan
Workers Comp: 6905 Law Enforcement