

JOB VACANCY POSTING MAINTENANCE SYSTEM
STAFFING REQUEST COVER SHEET
FEBRUARY 26, 2013

TO: O'DELL, PAUL
REGIONAL JAIL - CENTRAL OFFICE
1325 VIRGINIA STREET, EAST

CHARLESTON, WV 25301
558-2110

FROM: DAYFIELD, REGINA
CLASSIFICATION & COMPENSATION
DOP/CLASS & COMP
BLDG 6, ROOM 404
CHARLESTON, WV 25305
558-3950

A JOB VACANCY POSTING HAS BEEN APPROVED BY PERSONNEL.

POSTING NUMBER: RJ13NCRJ09

DEPT: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
DIV: REGIONAL JAIL & CORRECTIONAL FACILITY
SECT: NORTHCENTRAL REGIONAL JAIL

CLASS CODE: 9006 JOB TITLE: OFFICE ASSISTANT II
PAY GRADE: 005 SALARY RANGE: \$18,552.00 - \$34,332.00

RELEASE DATE: 02/27/13 CLOSING DATE: 03/08/13

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OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
REGIONAL JAIL & CORRECTIONAL FACILITY
NORTHCENTRAL REGIONAL JAIL
DODDRIDGE

SCHEDULE: ROTATING SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECT SUPERVISION, AN EMPLOYEE IN THIS CLASS PERFORMS BOOK/RECEIVING DUTIES FOR INMATES RECEIVED AT A REGIONAL JAIL. THIS EMPLOYEE IS RESPONSIBLE FOR VERIFYING ACCURATE AND COMPLETE COMMITMENTS, CONTROL AND ACCOUNTABILITY OF INMATE PERSONAL PROPERTY, CONDUCTING BRIEFINGS, AND COLLECTING INMATE IDENTIFICATION DOCUMENTS. THE WORK INVOLVES A HIGH DEGREE OF STRESS FROM CONSTANT CONTACT WITH INMATES AND SOME DANGER OF BODILY HARM. SOME EXAMPLES OF WORK ARE PROPERLY IDENTIFY INMATES BEING COMMITTED OR RELEASED FROM THE FACILITY; RECORD INMATE IDENTIFICATION THROUGH FINGERPRINTING AND PHOTOGRAPHING; ISSUE FACILITY UNIFORMS AND SUPPLIES; EXPLAIN BASIC RULES AND REGULATIONS; THE APPLICANT MUST HAVE THE ABILITY TO WORK VARIOUS DUTY SHIFTS AND WORK OVERTIME IF NECESSARY; LEARN TO RECOGNIZE USUAL INMATE BEHAVIORS; READ, COMPREHEND AND INTERPRET POLICIES PROCEDURES, RULES AND REGULATIONS; ABILITY TO WRITE ACCURATE AND CONCISE NARRATIVE REPORTS REGARDING INMATE BEHAVIOR OR INCIDENTS; USE A COMPUTER TERMINAL FOR ENTRY OF DATA; ABILITY TO COMPLETE STANDARIZED FORMS; ABILITY TO INTERACT ORALLY OR IN WRITING; TO FOLLOW WRITTEN OR ORAL DIRECTION FROM SUPERVISORS IN A FORMAL CHAIN OF COMMAND.

ADDITIONALLY, SPECIFIC TO THE POSITION OF BOOKING CLERK FOR THE REGIONAL JAIL FACILITIES, A PERSON IN THIS POSITION WILL PROCESS INMATES INTO AND OUT OF THE FACILITY. MAINTAIN HARD COPIES OF INMATE FILES AS WELL AS UTILIZING THE TAG SYSTEM TO MAINTAIN THE INMATE FILE FOR THE DURATION OF THE INMATE'S INCARCERATION IN THE FACILITY, INCLUDING BUT NOT LIMITED TO READING AND ACTING ON COURT ORDERS. AN EMPLOYEE IN THIS POSITION WILL MAINTAIN

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PROPER LOGS TO INCLUDE TRANSPORTATION LOGS, HOUSING LOGS, AND DAILY MOVEMENT LOGS. THIS EMPLOYEE WOULD ALSO ANSWER CALLS FROM MAGISTRATES, JUDGES, CIRCUIT CLERKS, PROSECUTORS, ATTORNEYS, OTHER REGIONAL JAILS, DEPT. OF CORRECTIONS, DHHR, FEDERAL FACILITIES, US MARSHAL SERVICE, LOCAL LAW ENFORCEMENT AS WELL AS THE GENERAL PUBLIC.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: MARCH 08, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JULIE REED
REGIONAL JAIL & CORRECTIONAL FACILITY
NORTH CENTRAL REGIONAL JAIL
1 LOIS LANE
GREENWOOD, WV 26415

PLEASE INCLUDE POSTING NUMBER RJ13NCRJ09 ON APPLICATION