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### **Tooele County Sheriff's Office**

**Job Title:** Inmate Work Release Coordinator

**Starting Salary:** \$16.32 per hour

**Status:** Part-Time with no benefits

**Closing Date:** Open until filled

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#### [The Opportunity](#)

Tooele County Sheriff's Office is looking for a hard-working individual to supervise inmates approved to be inmate work trustees.

#### **EXAMPLE OF DUTIES**

- Responsible for screening minimum security inmates for work release
- May be required to take inmates to job sites and supervise those inmates
- Perform general maintenance of the detention facility
- Acts as the commissary liaison for the detention facility

#### **MINIMUM QUALIFICATIONS**

- A. Graduation from high school or GED
  - B. Experience in Corrections and or law enforcement procedures is preferable, but not required
- AND**
- C. One (1) year of responsible work experience

#### **OTHER QUALIFICATIONS**

- Must be 21 years of age
- Must possess a Valid Utah Driver's License and a satisfactory driving record
- Ability to pass an extensive criminal background check and positive work history
- Ability to think and act quickly in emergency situations; use of judgement for people and situations
- Ability to communicate both orally and in writing
- Ability to frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more
- Knowledge of policies and procedures of the detention facility; knowledge of Utah State Laws

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For a complete job description or an on-line application please visit  
<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to  
**Tooele County Human Resource Office, Rm 308**  
47 South Main Street Tooele  
or email application and resume to [tadams@tooeleco.org](mailto:tadams@tooeleco.org)  
EEO Employer

# TOOELE COUNTY

## Job Description

<b>TITLE:</b>	<u>Inmate Work Release Coordinator</u>	<b>JOB CODE:</b>	<u>540</u>
<b>DIVISION:</b>	<u>Corrections</u>	<b>EFF. DATE:</b>	<u>01/07 (Rev: 6/2017)</u>
<b>DEPARTMENT:</b>	<u>Sheriff</u>	<b>GRADE:</b>	<u>17</u>
<b>EEO CLASS:</b>	<u>Protective Service</u>	<b>FLSA:</b>	<u>Non-Exempt</u>
<b>WORKERS COMP:</b>	<u>Police</u>	<b>CDL:</b>	<u>Not Required</u>
<b>RANDOM A &amp; D:</b>	<u>Required</u>		

### **GENERAL PURPOSE**

Supervise inmates approved to be inmate work trustees. Oversee basic maintenance / cleaning duties within the Corrections facility and act as the commissary liaison for the detention center.

### **SUPERVISION RECEIVED**

Works under supervision of the Sheriff, Chief Deputy, Jail Lieutenant, or on-duty corrections sergeant.

### **SUPERVISION EXERCISED**

Supervise inmates as outlined in the Tooele County Detention Facility Policy and Procedures in Lexipol.

### **EXAMPLE OF DUTIES**

#### **Work Release:**

Serves as the inmate work release coordinator and supervisor of those inmates working as trustees. Is responsible for screening minimum security inmates for work release. May be required to take inmate work release inmates to job sites and supervise those inmates.

#### **Maintenance:**

Perform general maintenance of the corrections facility to include: Supervise the cleaning of the sally port, snow removal including applying ice melt, removing snow from parked county vehicles, landscaping and weeding, cleaning windows, cleaning bathrooms, cleaning the administrative areas, and cleaning lobby area.

#### **Warehouse:**

Cleaning and sweeping of the warehouse, cleaning windows, organizing and tracking jail supplies, and organize and track commissary items.

#### **Commissary:**

Receive commissary orders from the jail kiosks, print the orders, supervise inmates pulling the orders twice a week, charge inmate commissary accounts for the items they order, and help deliver commissary to the inmates throughout the jail.

Working knowledge of the jail management computer program and commissary computer system.

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1.     A.     Graduation for high school or GED certificate.  
       B.     Experience in Corrections and or law enforcement procedures is preferable but not required.

AND

- C.     One year of responsible work experience.

2.     Required Knowledge, Skills, and Abilities:

Ability to think and act quickly in emergency situations; use of judgment for people and situations. Learn, understand, and interpret laws and regulations.

Communicate effectively, orally and in writing. Establish effective work relationships with those contacted in the course of work. Follow written and verbal instructions.

Knowledge of Polices and Procedures of the Detention Facility. Knowledge of first aid. Knowledge of Utah State Laws.

### **SPECIAL QUALIFICATIONS**

Must be 21 years of age.

Must have the ability to perform the essential functions of this position such as frequent lifting of 25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, walking on irregular surfaces or at heights above the ground. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals and may require the use of weapons.

Must possess a valid Utah Driver's License.

Ability to pass an extensive criminal background check and positive work history.

Approved: \_\_\_\_\_, 2018.

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Department Head

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Human Resources

\_\_\_\_\_  
Commissioner

**Employee Certification of Receipt of Position Description**

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Sheriff Department.

Employee's Signature

Date