

Champaign County Job Description

Job Title: Inmate Services Aide

Department: Sheriff

Reports To: Shift Commander or Supervisor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Orders, stocks and distributes items from Jail Commissary to inmates of the Champaign County Correctional Center; also oversees laundry operations for the Center including collection and distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises laundry including collection and distribution of clothing.

Distributes inmate meals at both facilities.

Assists with library activities.

Performs other duties as requested by a supervisor.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities, but may provide work direction to inmates working as trustees in laundry area of the Correction Center.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in bookkeeping and typing or equivalent combination of education and experience. Prior experience working with the public would be helpful. Some knowledge of the operation of office equipment including a calculator and on-line computer terminal.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to jail residents and other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment shown here are representative of those an employee encounters while performing the essential functions of this job. Jail facility with some exposure to potential physical hazard. The noise level in the work environment is usually quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.