

CORRECTION HEARING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Department and involves responsibility for serving as a hearing officer in cases where jail inmates have been charged with violations of the Correctional Facility Code, and rules and regulations, by Corrections staff. The incumbents do not work a regular shift but are called in as needed to conduct hearings. The work is performed under the general supervision of higher level Corrections personnel with wide leeway allowed for the use of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews written statements and evidence presented by Correction Officers and/or inmates accusing inmates of violations of the Correctional Facility Code, and rules and regulations;
- Schedules hearings, presents statements and evidence to accused inmates;
- Conducts hearings on charges of inmate violations, hears inmates' statements, and interviews any witnesses at inmates' request at the hearing;
- Determines if the charges presented are appropriate for the actions described and any other evidence presented;
- Based on the evidence and testimony presented, makes a determination of findings, and recommends appropriate penalty;
- Prepares records related to hearings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Correctional Facility Code, and rules and regulations; good knowledge of the procedures and practices used in conducting hearings on correction code and rules violations; good knowledge of the safety and security procedures used in correctional facilities; ability to evaluate facts and evidence; ability to communicate effectively both orally and in writing; ability to make determinations of findings based on evidence presented; objectivity; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in the criminal justice system as a practitioner or an educator.

Non-Competitive (part-time)

Adopted 12/20/93 CSC