

SHERIFF'S PROGRAM TECHNICIAN

Definition:

Under supervision, to perform activities in support of programs for inmates incarcerated in the various Sheriff's jail facilities, including those participating in the Sheriff's Virtual Jail programs. Performs a wide variety of duties that require interacting with incarcerated persons, searching Law Enforcement databases and providing assistance to community based providers on inmates eligible for release.

Distinguishing Characteristics

This is the entry level of the Sheriff's program series. The Sheriff's Program Technician is distinguished from the Sheriff's Program Specialist, which performs paraprofessional activities in support of a program.

Depending on assignment, incumbents may be required to work any shift, weekends and holidays and may be required to work overtime.

Essential Functions:

- Reviews records of recently arrested inmates and/or convicted felons to determine program eligibility.
- Issues referrals for approved services, benefits, and social services.
- Monitors inmate programs and interacts with providers delivering services.
- Provides technical information and assistance to inmate program participants, potential participants and other interested parties; assists in maintaining and completing required documents, including those utilized for eligibility determination.
- Communicates with other law enforcement agencies and the public.
- Verifies the accuracy, completeness, and timeliness of the submission of documents used to conduct progress reviews.
- Maintains logs and/or financial records related to the delivery of programs.
- Orders program supplies and keeps inventory, including expenses incurred.
- Collaborates with professionals and other agencies to coordinate services/care for clients.
- Maintains accurate documentation and orderly case files for clients receiving services. Ensures all forms are in compliance with local, state and federal law.
- Inputs a variety of data and information into computer databases. Maintains confidentiality of inmate information.
- Attends staff meetings and/or trainings as required.
- Conducts workshops or classroom training sessions.
- Assists in the ordering of supplies and documentation of urine and/or DNA samples.
- Monitors ongoing client services and needs, including obtaining progress notes from community providers.
- Identifies potentially dangerous situations and react quickly and calmly in emergencies.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent and two (2) years of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying related work experience may include, verifying documents to determine eligibility for benefits, social services and/or employment; conducting needs assessments; making referrals for services; providing administrative support in a law enforcement agency in a clerical capacity, interviewing clients and providing program information to the public.

Additional Requirements

Possession and maintenance of a valid California Motor Vehicle Driver's License.

Applicants will be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor and traffic offenses will be assessed on a case-by-case basis.

Knowledge of: basic socioeconomic principles; program terminology; applicable programs; customer service principles; community resources; basic mathematical principles; alphabetical and chronological filing methods; applicable policies and procedures, public relations and public speaking methods; and telephone etiquette.

Skill in: providing customer services; coordinating resources; filing; performing mathematical calculations; using a computer and related software applications; maintaining case files; prioritizing multiple tasks simultaneously; reading and comprehending complex regulations and procedures; recording information; accessing, inputting, and retrieving information from databases; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.