

CORRECTIONS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical and clerical work involving responsibility for providing diversified office support to the Chief of Corrections, including, but not limited to, the processing of bail as well as personnel-related activities. The work is performed under the direction of the Chief of Corrections. Work guidance (e.g. lead work) may be provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains detailed records to track the courts to which bail monies were disbursed;
Maintains a variety of reports and materials related to 207-C, claims, releases, medical documentation, Independent Medical Examination (IME) requests, insurance, meeting notes/presentations, documentation, and correspondence as it relates to workers compensation and 207-C;
Notifies judges when intermittent sentences are not served in conformance with sentencing requirements;
Completes travel papers for inmates being transferred to other correctional facilities;
Submits reimbursement vouchers for inmates from other jurisdictions housed in the Rockland County Correctional center;
Pays bills for County inmates housed in other facilities;
Processes workers compensation forms and maintains OSHA records;
Processes payments to contract attorneys and certified court reporters;
Reviews bids with Purchasing department and vendors to ensure that the jail requirements are met;
Performs a variety of personnel-related duties (e.g. processes new employees, implements orientation processes, verifies salaries);
Gathers information for the preparation of the departmental personnel and operational annual budget;
Uses computer applications or other automated systems (e.g. database software, spreadsheets, word processing, calendar, email, etc.) in performing work assignments which includes requested reports;
Completes a variety of special projects, as assigned;
Maintains a variety of personnel records;
Maintains ledgers for all budget accounts and prepares budget transfers;
Submits bi-weekly budget spreadsheets to the Corrections Captain or his/her designee;
Keeps track of required training records as mandated by the New York State Commission of Corrections;
May prepare reports, as necessary;
May perform a variety of purchasing-related duties (e.g. check invoices for accuracy, prepare requisitions, process purchase orders), etc., as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of technical and clerical procedures in a correctional facility (e.g. bail payments)*; good knowledge of recordkeeping practices; good knowledge of basic principles, practices and terminology with respect to Rockland County personnel procedures, practices, forms and reports*; good knowledge of office machinery and equipment; working knowledge of Rockland County purchasing processes, policies, procedures and forms as it relates to purchase orders, bids, contracts, etc.*; ability to ensure the accuracy of information; ability to process Rockland County personnel transactions*; ability to use computer applications, especially as they pertain to the County's personnel/payroll system*; ability to perform clerical procedures; ability to establish and maintain cooperative relations with others; ability to communicate effectively, both orally and in writing; ability to prepare basic structured reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of senior-level (i.e. above entry-level), office clerical or technical experience, one (1) year of which must have been in a correctional facility (i.e. jail or prison).

*To be demonstrated during the probationary period.

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Competitive