



## FACILITY SECURITY AIDE 1

**Classification #: 142**  
**FLSA: Non-exempt**  
**EEOC: 04**

### GENERAL STATEMENT OF DUTIES:

Ensures safety and security of the Corrections Facility visitor entrance; schedules and coordinates inmate visitation; performs related work as required.

### SUPERVISION RECEIVED:

Works under the general supervision of a Corrections Sergeant or other supervisor who assigns work, establishes goals, and reviews results obtained for conformance to Sheriff's Office standards and overall effectiveness.

### SUPERVISION EXERCISED:

Supervision of other employee is not a responsibility of positions in this classification.

### EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Coordinates inmate visitation; schedules appointments for visitation; adjusts visiting schedule as needed for safety and security needs; informs security staff of visiting schedule; maintains visiting log.
2. Determines eligibility of all persons visiting the facility, following safety and security procedures for inmate visits; determines type of visit (contact, non-contact); explains visiting procedures.
3. Performs searches as directed of persons, briefcases, etc. for weapons and/or contraband.
4. Conducts inmate clothing exchange; releases inmate property; approves and issues receipt of incoming inmate property; delivers property to appropriate security personnel.
5. Locks and unlocks public entrance; conducts interior security search of public entrance; reports any disruptive behavior to security staff for appropriate action.
6. Answers public inquiries and provides approved inmate related information.
7. Operates desktop computer utilizing multiple software programs and secure database systems; enters and retrieves data.
8. Operates multiple-line phone system and/or radio communication.

**RECRUITING REQUIREMENTS**

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge of:** safety and security policies of the county and Corrections Facility; appropriate emergency procedures; basic math.

**Skill and Ability to:** communicate clearly and effectively in both oral and written form with individuals from various socio/economic backgrounds; confront and maintain control with unstable, intoxicated, disturbed, or distressed persons; remain calm and perform effectively under stress which may include verbal abuse and threats of physical assaults; follow and enforce written policies/procedures/instructions; complete various forms, receipts and logs; operate different types of security or emergency related equipment as required; operate a desktop computer with various software programs and other office equipment; meet and assist a variety of individuals including, but not limited to, staff/county employees, families, general public, clients, legal professionals, contractors, and volunteers, in a courteous and professional manner.

**EXPERIENCE AND TRAINING:**

1. High school graduation or equivalent; **AND**
2. One (1) year experience in customer service and use of a computer; **OR**
3. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Working knowledge of and experience with computers and computer keyboarding is required. May be required to pass a skills assessment test.
2. Positions in this class may be required to work rotating shifts, subject to call back or other alternative work schedules.
3. Candidates will be subject to a personal background investigation, including, but not limited to, criminal and driving histories.
4. Some positions in this classification may be designated bilingual.

ADOPTED: 2/93  
 REVISED TITLE: 6/95  
 REVISED: 9/95, 11/99, 11/01, 6/03, 11/05, 6/07, 08/11  
 MR: 6/07