



EMPLOYMENT OPPORTUNITY

CORRECTIONAL SERVICES COORDINATOR

SALARY AND BENEFITS

\$24.30 - \$32.07 per hour, plus benefits package

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

Under supervision of Sheriff's Captain or designee, the Correctional Services Coordinator will oversee commissary services, laundry services and property of those incarcerated at the Lassen County Jail. The major duties of the job include the ability to:

- Establish schedules and methods for laundry and property operations.
- Plan, prioritize, assign, supervise and review the work of inmate and County staff involved in food service operations; ensure compliance with laws and regulations regarding food preparation in a detention facility.
- Plan, organize and prepare meals for twenty-four hours a day, seven days a week operation.
- Order and issue clothing to inmates, order and issue bedding.
- Evaluation operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment and materials; monitor and control expenditures.
- Coordinate the participation of inmate staff, provide or coordinate staff training; work with inmates to correct deficiencies, implement discipline procedures.
- Answer questions and provide information to management; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Order, track inventory, and deliver inmate commissary.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade.

Experience: One-year experience in clerical or laundry services or equivalent.

Minimum Age: Must be at least 18 years of age at the time of appointment.

License and

Certifications: Possession of, or ability to obtain, a valid California driver's license.

Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.

Must successfully pass an extensive background check and drug screen.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Visit the Personnel Department on our website for an official Lassen County application at: <http://lassencounty.org>, OR visit our application center at the address below. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Updated: February 19, 2023

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.