

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service
Revised: 04/20/11

CORRECTIONAL SERVICES AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office Correctional Facility, and involves responsibility for scheduling inmates use of the library, researching and acquiring library material requested by inmates. Assists trustee inmates assigned to various phases of the program. Works under the general supervision of a Sergeant in charge of Programs. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares library schedules for cell blocks and tiers in the facility and makes library services available to inmates;

Prepares a schedule for inmate use of the facility law library and obtains approval from the ranking shift Correction Officer to allow inmates to visit the library;

Ensures there are adequate supplies for inmates to perform legal research;

Schedules inmates activities during recreation periods and makes recommendations to the operational Correction Officer and Sheriff concerning modification of schedules and programs;

Works with inmates and facility staff to produce an in-house inmate newspaper;

Processes special book and magazine requests from inmates and attempts to obtain the reading material;

Processes inmate requests for copy duplication of law library materials and maintains a list of Notary Publics which inmates may contact;

Visits the Mid-York Library to obtain and return reading material for the library and/or inmates;

Requisitions materials, supplies and equipment and prepares correspondence related to the recreation program;

Travels to public and law libraries for research and copying of requested materials;

Maintains log of material researched and supplied to inmates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of filing and record keeping activities; ability to do research; ability to schedule library service activities for inmates; ability to operate a computer; ability to use word processing and database programs on a computer; ability to communicate and work effectively with inmates, Correction Staff, and the public; ability to acquire a working knowledge of the facility library system; ability to stimulate and guide the interest of inmates in areas of recreation and use of the library services; clerical aptitude.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of clerical or customer service experience.

NOTE: Verifiable part-time and/or volunteer experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 08/04/89
Revised: 06/19/92, 06/26/95, 01/04/01, 02/12/09, 04/20/11