GOVERNMENT OF THE VIRGIN ISLANDS
invites applications for the position of:

U.S. Virgin Islands Division of Personnel

Correction Classification Officer

SALARY:	$48,792.00 Annually
OPENING DATE:	05/05/21
CLOSING DATE:	05/18/21 11:59 PM
DESCRIPTION:	

Location: St. Thomas/St. John

This is a standard position involving work screening, photographing, interviewing, recording and classifying inmates in custody for reassessment and assignment, in order to collect statistical information in regards to local and federal programs.

An employee in this position provides classification support services to the program and renders classification decisions. He/She also plans and coordinates activities for assigned programs and prepares summary and monitoring reports.

Work is performed under the direction of a higher-level officer where general supervision is given. Work is carried out according to federal and local standards and is reviewed periodically to verify completeness and enforcement of standards.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Screens and establishes that the inmate is legally committed to the facility.
- Interviews the offender to complete the intake screening form, which includes all personal demographic information.
- Photographs the inmate for official identification.
- Assesses the special needs of management then classifies and assigns offenders into initial housing and programs.
- Fills out an initial custody form on each sentenced inmate to identify the offenders who present a serious risk to the safety and security of the facility.
- Reviews and reclassifies inmates by interviewing the offender and completing a custody reassessment form annually, semi-annually or when new information affecting the inmate is received.
- Provides classification and re-classification decisions.
- Assists with coordination of facility transfers.
- Collects and submits offenders population statistics for local and federal programs.
- Maintains facility records through the data entry prober system.
- Assists with the inmates work detail program.
- Reviews and completes all forms to ensure correct classification procedures are followed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Social Services, Business or Public Administration, Psychology, or Penology and one (1) year experience working in a correctional facility, social service facility, or in the capacity gathering statistical data.

POSITION FACTORS:

FACTOR 1-KNOWLEDGE REQUIRED BY THE POSITION
- Knowledge of the Bureau of Corrections policies, rules, regulations and local and federal laws.
- Knowledge of basic statistical methods.
- Ability to understand methods of collecting, processing, analyzing and reporting statistical data.
- Ability to communicate, orally and in writing, clearly and concisely.

FACTOR 2-SUPERVISORY CONTROLS
The employee is responsible for carrying out general daily tasks. Work is received by the Chief Correction Officer the Warden or a higher-level officer. Assignments usually come from these higher-level supervisors who sets goals and objectives for performance.

FACTOR 3-GUIDELINES
Guidelines consist of departmental rules, regulations, local, and federal policies and procedures. In addition, some counseling and group interventions are also used to complete tasks.

FACTOR 4-COMPLEXITY
Assignments to this facility make this work very complex. The hazardous environment, the nature of the inmate population and classification placement could result in life and death situation, when work is not conducted properly. In addition, inaccurate computation of statistics may cause the department to lose the federal funding.

FACTOR 5-SCOPE AND EFFECT
The purpose of this position is to classify inmates and place them in programs or housing based on their status. This program enables the Bureau to determine inmate's progress and approve them for work detail and participation in other programs.

FACTOR 6-PERSONAL CONTACTS
Personal contacts include inmates, families, staff, mental health workers and other ranking prison officials. It may include people from the court system and others in the community aggrieved by the inmates.

FACTOR 7-PURPOSE OF CONTACTS
Contacts are for the purpose of inmate change in classification, but also include statistical information inquires, court appointments, and verification of inmate location.

FACTOR 8-PHYSICAL DEMANDS
Work is sedentary; however, work may be strenuous and hazardous based on the stress encountered in working in a prison facility.

FACTOR 9-WORK ENVIRONMENT
Work is performed indoors in an air-conditioned office. However; due to the nature of the work the employee conducts his/her duties in a hazardous environment.

APPLICATIONS MAY BE FILED ONLINE AT: Position #201902000
http://www.dopusvi.org   CORRECTION CLASSIFICATION OFFICER
                                                                                    LD
United States
Territorywide, VI 00802

millicent.aubain@dop.vi.gov

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Correction Classification Officer Supplemental Questionnaire

* 1. Have you graduated from an accredited college or university with a Bachelor's Degree
     in Social Services, Business or Public Administration, Psychology, or Penology?

     ❏ Yes
     ❏ No

* 2. Do you have one (1) year of work experience in a correctional facility, social service
     facility, or in the capacity gathering statistical data?

     ❏ Yes
     ❏ No

* 3. The answers you provide to the supplemental questions will be used to determine if
     you meet the minimum qualifications for this position. Please note that in order to
     qualify for a position you must satisfy the criteria outlined in the minimum
     qualifications section of the vacancy announcement and submit supporting
     documentation. If your application does not have the required documents attached -
     High School Diploma, High School Transcript, College Degree, College Transcripts,
     Evaluation of International Credentials (U.S.), DD214, Certifications, Specialized
     Licenses, Resume, or Valid ID - you will be disqualified from continuing with the
     recruitment process. Do you Accept?

     ❏ Yes
     ❏ No

* Required Question