



Office of Human Resources  
Work Release Technician - CA1046  
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### General Statement of Duties

Coordinates work assignments for inmates assigned to the Denver County Jail Work Release Program.

### Distinguishing Characteristics

Coordinates work assignments for inmates assigned to the Denver County Jail Work Release Program.

### Level of Supervision Exercised

None

### Essential Duties

Coordinates the activities and schedules of inmates released for work, school, therapy, and drug treatment.

Conducts interviews with inmates to establish a work schedule, provide rules and regulations to inmates and make a recommendation to address substance abuse issues while in work release program.

Provides employers with the rules and regulations of the Work Release Program and explains what is expected of the inmate while on the work assignment.

Initiates a Conduct Adjustment report when an inmate has failed to comply with the work release rules.

Notifies employers, the court and probation officers if an inmate is terminated from the work release program or an inmate does not meet the criteria for the work release program.

Maintains records of each inmate in the program.

Determines room and board costs for inmates in the program.

Coordinates placement of inmates for Electronic Home Monitoring System.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of building safety and security sufficient to be able to respond to a variety of emergency and urgent situations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.

Ability to think and react appropriately under emergency conditions with little or no supervision.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of clerical experience that includes one (1) year of experience in a court or criminal justice setting.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Potential exposure to offensive inmates and/or public.

Contact with inmates and/or public under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Potential exposure to odors in jail facility, inmate or public areas.

Subject to many interruptions.

Subject to long, irregular hours.

Pressure due to multiple calls and inquiries.

Potential exposure to sufficient noise to cause distraction or possible hearing loss.

Potential exposure to conditions where there is danger of life, body, and/or health.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: A-616**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**