



# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Board of Commissioners **Unit:** Judicial Services  
**Name:** **Position Title:**  
**Class Title:** Community Work Program Coordinator **Class Number:** 42462  
**Supervisor's Title:** Board of County Commissioners **Number:**

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

42% (1) Develops inmate work experience program (e.g., identifies appropriate work activities that may be performed by non-violent inmates; contacts various public and private entities to schedule work activities; screens inmates for eligibility within established court guidelines; schedules inmates for work activities in cooperation with local courts and the Sheriff); organizes after work self improvement programs (e.g. G.E.D., vocational training, drug and alcohol counseling, etc.); purchases supplies and tools through blanket purchase orders and distributes as necessary for use in inmate work activities, training, etc.

(1) **Knowledge of:** (a); (b); (c); (d); (e); (f); (g); (h).  
**Ability to:** (p); (q); (s); (t).

50% (2) Supervises and monitors inmates accepted into the program (e.g., transports eligible inmates to work sites, supervises inmates to maintain security, ensures proper use of equipment and safety equipment, monitors inmates behavior to identify security risks, physical and/or mental problems); ensures inmates' presence is continually accounted for when outside the jail and upon return to confinement.

(2) **Knowledge of:** (a); (b); (c); (d); (e); (f); (i); (j).  
**Skill in:** (k); (l).  
**Ability to:** (m); (n); (o); (p); (q); (r); (u); (v).

8% (3) Maintain a log of all activities, including program census by name; documents any noteworthy observations regarding any inmates physical or mental problems or inmates who may pose a security risk and communicates same to the court and Sheriff; recommends withdrawal of permission for inmate's participation

(3) **Knowledge of:** (a); (b); (c); (d); (e); (f).  
**Ability to:** (r); (s); (t).

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### **OTHER DUTIES AND RESPONSIBILITIES:**

- (4) Follows and adheres to policies and procedures established by the County Commissioners, County Sheriff, and County Auditor.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) agency goals and objectives\*; (b) agency policies and procedures\*; (c) correctional facility security practices, procedures and equipment; (d) correctional facility food service rules\*; (e) inmate procedures\*; (f) security practices and procedures; (g) community resources and services\*; (h) purchasing; (i) two-way radio operation; (j) safety practices and procedures.

**Skill in:** (k) motor vehicle operation; (l) operation and care of firearms.

**Ability to:** (m) carry out detailed but basic written or oral instructions; (n) deal with problems involving several variables within familiar context; (o) recognize unusual or threatening conditions and take appropriate action; (p) communicate effectively; (q) develop and maintain effective working relationships; (r) understand, interpret and apply laws, rules, or regulations to specific situations; (s) prepare accurate documentation; (t) compile and prepare reports; (u) demonstrate physical agility; (v) subdue and/or restrain adult inmates.