



Classification Counselor

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents.

Please take a look at what you can expect to earn as a **Classification Counselor** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **County and Employee funded “Cadillac” Healthcare including Health, Prescription, Dental and Vision Coverage for under \$1.00 / hour (Employee Only)**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan (According to CNN.com, only 4% of Workers in the Private Sector have Defined Pension Plans).**
 - **Vested in just five (5) years.**
 - **Credit for Prior Military Service and Unused Paid Sick Days.**
- ✓ **The gratification and fulfillment of serving Taxpayers and Citizens of Washington County, Maryland.**
- ✓ **An Annual Salary of \$44,699.00 (Non-negotiable)**

If our **Classification Counselor**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position’s duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Classification Counselor	GRADE	11
DEPARTMENT:	Detention Center	FLSA STATUS:	Non-Exempt
REPORTS TO:	Captain of Operations		

GENERAL DEFINITION OF WORK:

Ensure facility safety and security through the application of established criteria in the classification and reclassification of inmates to specific levels of security supervision and housing. Respond to the legitimate concerns of the inmates by providing counseling and assistance in conducting court related and personal business. Ensure inmate safety and general welfare by identifying, directing, or recommending appropriate conditions of confinement and treatment for inmates who exhibit abnormal psychology, are physically handicapped, or who pose unusual security risks. Interface with facility staff and other professional persons representing related agencies to ensure the adequate flow of information necessary for making appropriate classification assignments and effectively conducting related business. Be knowledgeable of facility policies and operational procedures, especially those related to Classification. Ensure the confidentiality of official information through proper handling, storage, and transmission. Promote rehabilitative programming. Keep abreast of current trends in inmate classification practices, and corrections in general. Display appropriate standards of conduct.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Gather and document information concerning newly incarcerated inmates including, but not limited to, criminal history, mental health history, etc.
2. Using established criteria, recommend security and housing assignments based on all information available.
3. Conduct inmate orientations, providing interpretations of the issued Inmate Handbook.
4. Disseminate information pertinent to safety and security to other staff as appropriate.
5. Using established criteria, coordinate the classification of eligible inmates to industrial assignments with appropriate staff.
6. Conduct reclassifications of inmates who no longer meet eligibility criteria in line with established procedures.
7. Conduct scheduled reviews of inmates' classification levels.
8. Monitor and conduct extradition proceedings.
9. Testify in court as required.
10. Coordinate the scheduling of parole and revocation hearings.
11. Provide counseling and assistance to resolve legitimate inmate concerns.
12. Conduct official communication with the judiciary and related agencies.
13. Coordinate with Security Supervisors to determine appropriate circumstances for removing inmates from various levels of staff-imposed confinement.
14. Provide input for inmate grievances and disciplinary actions.
15. Maintain official documentation and files.
16. Interface with Medical Services to identify and arrange treatment for inmates with mental, emotional, or physical problems.
17. Interface with Food Services to arrange for religious diets.
18. Monitor and supervise inmate movement as required.
19. Enforce Inmate Rules and Regulations as necessary.
20. Enforce Inmate Rules and Regulations as necessary.
21. Assist in the development of policies and procedures relating to Classification.
22. Assist in the revision of the Inmate Handbook.
23. Provide inmates with copies of information or warrants which have been lodged as detainers against them in a timely manner.

24. Coordinate needed high school classes between the Board of Education and detainees.
25. Other duties as directed by superior authority.

KNOWLEDGE, SKILLS AND ABILITIES:

1. No previous felony arrests.
2. Able to utilize interpersonal communications skills to deal with inmates, staff, other professional persons, and the public.
3. Possess a current valid driver's license.
4. Good understanding of correctional and treatment philosophies.
5. Possess adequate casework skills.
6. Understanding of current rehabilitative trends and practices.
7. Ability to utilize effective interviewing and counseling techniques.
8. Good knowledge of inmates' rights.
9. Possess good written and oral communications skills.
10. Ability to work effectively with minimum direct supervision.
11. Ability to work effectively under stressful or hazardous conditions.
12. Able to work variable hours and days.

EDUCATION AND EXPERIENCE:

1. 21 years of age.
2. Bachelor's Degree in criminal justice, Human Sciences, or related academic discipline obtained from an accredited college or university.
3. Must be able to complete the Maryland Correctional Entrance Level Training Program or be currently certified by the Maryland Police and Correctional Training Commissions.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

- Specialized education or training in psychology, sociology, corrections, or related academic discipline.
- Proficient in the operation of personal computers with excellent skills in the use of Microsoft Office Suite.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,

Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, October 21, 2021 @ 4:00pm