



# LARAMIE COUNTY

## JOB DESCRIPTION

---

<b>TITLE:</b>	Inmate Program Coordinator	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

---

**Summary:** Under general supervision, performs a variety of administrative duties and coordinates service programs to support the Detention Center inmates.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Explains nature of Detention Center programs, procedures and services to inmates; coordinates and supervises activities, and accounts for fees for services.
- Inspects, logs and distributes inmate mail; checks mail for contraband and compliance with security protocols.
- Coordinates sign-up lists for programs, develops program schedules, and maintains files of activities and participants; coordinates delivery of program services with volunteers.
- Maintains inventory of supplies and equipment; purchases replacements of approved inventory items.
- Coordinates inmate library programs, sorts and distributes materials, and supervises activities.
- Processes and responds to inmate request forms.
- Creates, updates and maintains records and files; collects and compiles statistical data for reports.
- Provides a wide range of clerical support and administrative duties.
- Performs other duties as assigned or required.

### Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Detention Center.
- Knowledge of the principles of record keeping and records management.
  
- Skill in public relations and customer service.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### Minimum Qualifications:

High school diploma or GED equivalent, AND one (1) year of clerical and computer experience; OR equivalent combination of education, training and experience. Must pass a thorough background investigation, obtain Notary Public certification, and maintain a valid driver's license.