

**EL PASO COUNTY SHERIFF'S OFFICE
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Inmate Classification Assistant

SUMMARY OF FUNCTION: Entering computer data to help streamline the operations of the Inmate Classification Section.

ESSENTIAL JOB FUNCTIONS: _____ **FREQUENCY**

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| 1. | Computer data entry. | Frequent |
| 2. | Prepare and type documents. | Occasional |

OTHER JOB FUNCTIONS

Other duties as assigned.

QUALIFICATIONS

- Must be over the age of 18
- Ability to pass state and national background checks
- Must successfully pass a Computerized Voice Stress Analysis exam.
- Must have strong organizational skills and be detail-oriented.
- Good typing and computer skills.
- Ability to work well with others.
- Willingness to learn new things.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Sergeant, Inmate Classification

Supervises: N/A

WORKING CONDITIONS:

Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential

exposure to violent inmates exists.