

**CLASSIFICATION CASE MANAGER
ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL**

This position is employed by Albemarle-Charlottesville Regional Jail.

**ALBEMARLE / CHARLOTTESVILLE REGIONAL JAIL
ALBEMARLE COUNTY, VIRGINIA
CLASS DESCRIPTION
2025**

CLASS TITLE: CLASSIFICATION CASE MANAGER

SALARY: Hiring salary starts at \$47,509 to \$49,885(if you are a certified officer-proof of certification is required

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to implement the inmate classification process, including screening and assigning new inmates to proper housing and programs, to assist in ensuring the safety and security of inmates, staff and the citizens of Albemarle County through the proper enforcement of jail policies and procedures, and to perform related work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by the Classification Supervisor.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Thoroughly screens all newly committed inmates to determine proper housing and program/ service assignments.

Obtains criminal history reports in order to complete required assessments.

Makes housing assignments; re-assigns housing as necessary.

Provide case management services to inmates, including but not limited to referrals of inmates to internal and external service providers and agencies to meet needs as appropriate.

Maintains electronic and/or paper case management files, M-Custody, and completes Northpointe COMPAS Assessments

Coordinates the provision of special services for inmates as necessary; acquires clothing/supplies for inmates with special needs.

Resolves conflicts between inmates and between staff and inmates as necessary.

Prepares inmate release plans when requested by the Virginia Department of Corrections.

Assist inmates with transitional needs as appropriate.

Assists in ensuring the safety and security of inmates, staff, and citizens through the efficient and effective enforcement of jail policies and procedures.

Completes jail adjustment letters when requested by attorneys.

Works with the Jail Intelligence Unit.

Prepares required records and reports with accuracy and in a timely manner.

Coordinates assigned tasks with those of other departments and agencies as appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.

Attends training, meetings, seminars, etc., as necessary to enhance job knowledge and skills.

Receives reviews and responds to inquiries, complaints and requests for assistance in areas of responsibility.

Performs general clerical work as required, including attending meetings, preparing reports, and records, entering and retrieving computer data, copying and filing documents, answering the telephone, ordering supplies and materials, etc.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as protective equipment; also involves handling or using machines, tools, or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, or similar equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing clerical, manual, or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Graduation from an accredited college or university with coursework in Criminal Justice or Social Science related field preferred but three to five years related work experience may serve in lieu of Education.

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SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

Must possess or obtain VCIN / NCIC certifications and Notary Public certification.

CPR/First Aid certifications are desirable.

EXPERIENCE REQUIREMENTS:

Three to five years of corrections experience preferred.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing corrections work, must be able to defend oneself from assault.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, fumes and/or noxious odors, disease/pathogens, toxic/caustic chemicals, violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception, texture perception, odor perception.

JUDGMENTS AND DECISIONS

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Responsible for guiding others, requiring frequent decisions affecting co-workers, inmates and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

Albemarle-Charlottesville Regional Jail Board Authority is an Equal Opportunity Employer. ADA requires the ACRJ Board Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SALARY: Hiring salary starts at \$47,509 to \$49,885(if you are a certified officer-proof of certification is required)

DEADLINE FOR APPLICATIONS: Until filled

APPLY: Albemarle-Charlottesville Regional Jail
160 Peregrine Lane, Charlottesville, VA 22902,
(434) 977-6981

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