

NOTICE OF JOB OPENING

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Posting Begins	February 17, 2022	Posting Ends	July 6, 2022
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Position Title	CLASSIFICATION TECHNICIAN (DISCIPLINARY HEARING OFFICER)
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Department	Sheriff's Office	Division	Detention/Classifications
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	WYCO Sheriff's Department 710 N 7 th St Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Incumbents in the Sheriff's Classification Technician position are responsible for the management of the inmate disciplinary hearing process which includes: monitor shift reports for facility incidents, collect and review staff tickets and reports; schedule and notify inmates of their hearing(s); conduct fair and impartial hearings; document and provide narrative reports of the hearing outcomes; statistical data and filing. This position will also be responsible for the appropriate classification of inmates booked in the Wyandotte County Detention Center according to established policies, procedures and regulations to include classifying custody grades; conducting backgrounds checks; separating special needs inmates; separating enemies, monitoring in-house populations; communicating with medical, kitchen, and operations on all inmate pertinent information.

MINIMUM QUALIFICATIONS: High School Diploma or GED and two years of Corrections and/or Criminal Justice and clerical experience. Knowledge of motivational interviewing or verbal judo techniques; familiarity with due process and inmate discipline; familiarity with or the ability to learn the camera system and VuVault body cameras Proficient in Microsoft Word and Excel; excellent oral and written communication skills; ability to work independently and as part of a team. Experience with BluHorse and Full Court preferred.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN**

Salary Range	\$19.21/hr.	PI #	6444	Class. Code	5307
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE