

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	August 4, 2022	<b>Posting Ends</b>	December 21, 2022
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<b>Position Title</b>	<b>CLASSIFICATION TECHNICIAN</b>
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<b>Department</b>	Sheriff's Office	<b>Division</b>	Detention
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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

<b>Location of Position</b>	WYCO Sheriff's Department 710 N 7 <sup>th</sup> St Kansas City, KS 66101
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**BRIEF JOB DESCRIPTION:** Incumbents in the Sheriff's Classification Technician position are responsible for the appropriate classification of inmates booked into the Wyandotte County Detention Center according to established policies, procedures and regulations in order to maintain safety, security, custody, control, health and welfare. Duties include: classifying custody grades, conducting background checks, separation special needs inmates, separating enemies, monitoring in house population, conducting farm out operations, communicating with medical, kitchen, and operations on all inmate pertinent information, writing necessary departmental narrative reports, reporting disruptive behavior or any violation of policy, screening inmates as possible inmate workers and in/pod cleaners, communicating with farm out facilities, communicating with the Kansas Dept. of Corrections, monitoring staffing levels and adjust inmate in-house count accordingly, answering inmate communication forms and make and armband inmates with identification bands.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and two years of Corrections and/or Criminal Justice and clerical experience. 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**

<b>Salary Range</b>	\$19.21/hr.	<b>PI #</b>	6448, 6835	<b>Class. Code</b>	5307
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EXT 11/23/22

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.*

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