



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL ASSISTANT</b>	<b>26</b>	<b>D</b>	<b>12.517</b>

Under immediate supervision and direction of a P.O.S.T. certified Category 3 custody officer, Correctional Assistants perform a variety of entry level assignments which do not require P.O.S.T. certification. Positions allocated to this class are trained and oriented to the field of Corrections, but do not respond to emergency situations, riots, and/or altercations involving inmates, do not supervise inmates, and do not perform security functions such as inmate movement or escort.

Assist custody staff in performing the duties required in carrying out the purpose and function of the work unit as mail room officer or visiting room officer, or work in the law library, chapel, laundry, culinary, and other non-housing area as assigned.

Perform institutional counts and monitoring duties of offenders as assigned; provide security unit and safety checks and document activities in various logs and reports.

In a maximum security institution, may provide floor duties in a housing unit such as meal and mail delivery, mopping and general custodial functions.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* Selected applicants must pass a psychological test prior to appointment.
- \* A State of Nevada/FBI background check is required prior to appointment.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Incumbents must be available to work any shift or post assignment and must be willing to work overtime on short notice, as well as weekends and holidays; be recalled to work on regular days off or at other times in cases of emergency or staff shortages; and be placed on standby status if necessary.
- \* Incumbent must pass all phases of orientation training (during the probationary period or be subject to dismissal).

**EDUCATION AND EXPERIENCE:** High school graduation or equivalent education and one year of work experience. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):  
**General knowledge of:** basic mathematics. **Ability to:** read, understand and follow instructions; communicate orally and in writing; establish cooperative working relationships with coworkers; stand for long periods of time; learn the basic principles and practices of maintaining security in a correctional facility. **Skill in:** operating motor vehicles.

**MINIMUM QUALIFICATIONS** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Basic knowledge of:** institutional rules, regulations, policies and procedures; security concepts, principles and practices. **Ability to:** work with individuals of varied ethnic backgrounds; work around inmates and remain calm in difficult situations; identify problems before they jeopardize the safety of inmates, staff, and/or institutional security; visually inspect areas for compliance with institutional rules; identify maintenance problems and/or safety hazards which require maintenance crew attention; operate communications equipment such as two-way radio, telephone switchboard, and public address equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.517

ESTABLISHED: 10/4/00PC  
ABOLISHED: 2/28/03UC  
RE-ESTABLISHED: 12/14/07PC