

# **LINN COUNTY CLASSIFICATION**

**TITLE: TRANSPORTATION AIDE**  
**NUMBER: 670**  
**PAY RANGE: 08**  
**CATEGORY: DSA**

**APPROVAL ORDER**  
**NUMBER: 2001-314**  
**DATE: June 26, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs clerical work for the care and custody of prisoners in the County Detention Facility. Coordinates prisoner movement such as transports to court appearances, transfers to other agencies and Department of Corrections.

SUPERVISION RECEIVED: Works under the supervision of the Shift Supervisor who assigns duties, inspects performance, and advises and counsels officers in the proper performance of duties. Some shift assignments are performed without direct supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. However, in the absence of a Supervisor, the Transportation Aide may direct Corrections Officers for the purpose of coordinating transport assignments.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinate transportation of prisoners to Courts and other locations. Coordinate with Court staff for special appearances such as video arraignments and interpreters.
2. Send and receive telephone, teletype and faxed requests for transport of prisoners to and from other agencies.
3. Receive and process Court transport orders. Determine location of person requested using Law Enforcement Data Systems (LEDS) terminal or phone confirmation. Determine easiest route to move person using cooperative County or State transports. Request assistance with chosen outside agency via fax transmittal and/or teletype.
4. Prepare documents for transports such as copies of teletypes, Court Orders and statement of imprisonment. Advise nursing staff of prisoner movements to ensure necessary medical documents are available.
5. Periodically review current detainers and confirm that subjects are still being held.
6. Update files during and after Court appearances regarding Court directives on duration and location of confinement, future Court appearances and special orders pertaining to care and custody.
7. Review inmate files for accuracy and proper notifications to other interested agencies.
8. Determine daily transports and coordinate with Shift Supervisor for additional staffing needs.

9. Prepare tally of transports and year-end total reports as required.
10. Data entry as it relates to initial sentence calculations.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

13. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Some knowledge of office practices and procedures, correct business English and spelling, knowledge of telephone etiquette and ability to meet the public. Ability to type accurately and operate a computer terminal. Knowledge of modern policies, procedures and techniques for the transportation of prisoners. Ability to exercise mature judgement and react professionally and effectively in emergency and stressful situations. Ability to comprehend and interpret laws, rules, regulations and directives. Ability to perform duties without direct supervision. Ability to establish and maintain effective working relationships with other staff, other agencies and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** One year office and clerical experience; graduation from a senior high school or possession of the GED Certificate. Additional business or college courses are desirable. Some previous experience in the operation of business machines, typing and filing, computers; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of Law Enforcement Data Systems (LEDS) certification within one year of appointment. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.