Human Resources
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Classification Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV507	**Correctional**	**Classification Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**November 4, 2026**

The Classification Specialist conducts inmate intake interviews, reviews history and records, and assesses security levels in accordance with applicable state and federal laws, regulations, and American Correctional Association (ACA) standards. Performs technical classification duties and maintains confidential records and documentation. May require access to and use of National Crime Information Center (NCIC) data depending on assignment. Work schedule may include evenings, weekends, and holidays. Overtime may be required.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts initial inmate interviews; reviews detention and arrest history; evaluates confidential records from other correctional facilities; determines appropriate custody and housing classification; maintains and updates inmate classification files.
- Reviews security check forms and collects legal and personal information to assess risk; determines classification level and refers inmates to medical or psychological services as needed.
- Depending on assignment, accesses and runs reports using the National Crime Information Center (NCIC) database and related systems.
- Conducts and participates in classification review meetings; monitors the classification process to ensure compliance with laws, regulations, and standards.
- Reviews and maintains records related to criminal history, education, employment, court dispositions, and sentencing documents.

- Communicates with family members or designated contacts regarding classification, judicial issues, and available community resources.
- Responds to inmate classification grievances; prepares written reports and makes court recommendations as required.
- Documents classification decisions, maintains case notes, and completes reports and forms for periodic reviews and recommendations.
- Attends required training sessions, meetings, and continuing education.
- Assists in monitoring inmate behavior and security to ensure classification assignments are appropriate.
- Maintains confidentiality of sensitive information, records, and decisions in accordance with policies and legal standards.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Five (5) years of related work experience in criminal justice, counseling, or social work.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.

- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Work hazards or potential work hazards include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.
- Employee may be required to work a flexible schedule.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, photocopy machine, and pager.
- Worker may handle first aid and oxygen equipment on an occasional basis.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.