

**HAMPDEN COUNTY SHERIFF'S DEPARTMENT  
CORRECTIONAL CENTER  
MAIN INSTITUTION  
627 RANDALL ROAD, LUDLOW, MA 01056**

**ADMISSIONS DISCHARGE ASSISTANT**

The HCSD is seeking a highly motivated and energetic full-time Admissions Discharge Assistant who will perform a variety of clerical duties for the Intake/Classification Department. This includes but is not limited to, interviewing inmates to obtain information, data entry, filing, running CJIS, clerical duties, preparing bails, collecting DNA, working with trial courts and answering phone calls in accordance with prescribed policies and procedures.



**Qualifications:** High School or equivalent and additional specialized training in word processing and office routines, ability to work with inmate population in order to secure cooperation during intake/discharge process, ability to maintain confidentiality of inmate records and C.O.R.I. information, working knowledge of LEAPS/NCIC computer for warrant checks, probation checks and interagency communications, must possess a general knowledge of criminal Justice Field, record keeping, commitment procedures and MGL's, Proficient computer skills regarding inmate data entries in JMS, working knowledge of legal process with respect to warrant notification, speedy trials, writs, mittimus, habeas corpus petitions and C.O.R.I.

**Salary Range: \$46,555.62 - \$55,571.89**

**Benefits: Commonwealth Program**

**Schedule: Monday – Thursday: 1:00PM – 9:00PM  
Sunday: 2:00PM -10:00PM**

**Send resume and cover letter to:  
Hampden County Sheriff's Department  
Human Resources Office  
627 Randall Rd.  
Ludlow, MA 01056-1079**

***Applicant subject to background investigation, drug screening and medical clearance.***

*The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.*

**February 8, 2019**