

*Fifth Judicial District*  
*Department of Correctional Services*



## **Policy Manual**

### **TITLE: Job Descriptions And Qualifications**

#### **POLICY**

The Personnel Technician has written job descriptions and job qualifications for all positions that are available in the District. Each job description includes the job title, the responsibilities of the position, the minimum experience required, and the education required.

#### **PROCEDURES**

Every employment position is classified using the Iowa Community-Based Corrections position classification system, which is administered, for the eight judicial district Departments of Correctional Services, by the Iowa Department of Corrections Personnel Department. The Fifth Judicial District Department of Correctional Services' Personnel Technician has a Job Description for each position available within the District. Each job description contains the job title, the responsibilities of the position (General Statement of Duties and Distinguishing Features of Class), and the required minimum experience and education (Required Knowledge, Skills, and Abilities and Required Experience and Training). Job Descriptions for each job are available to all staff at any time by going to the Personnel Technician's office and asking for the particular Job Description.