

DeWitt County Sheriff's Office

Job Description

Job Title: Probationary Jailer

Reports To: Jail Sergeant

Employee Name:

Pay Grade: Jailer

*(6 Month Period)

Division: Detention

FLSA Status: Non-exempt

Employee #:

Prepare By: DCSO

SUMMARY

This position requires a thorough knowledge of law enforcement and jail procedures. This individual is responsible for maintaining facility security, operation of the jail electronic security doors, maintaining records, handling inmates, answering of the inmate intercom and department telephones.

SUPERVISION RECEIVED

Works under the general supervision of the Jail Sergeant.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Operating security doors.
2. Answering telephone.
3. Maintaining prisoner records, i.e. work release, commitment papers, inmate files, etc.
4. Entry and removal of computer information.
5. Monitor video/camera security system.
6. Check incoming inmate mail and redirect as required.
7. Checks and receives bonds and bond monies.
8. Approves all receipts and releases of prisoners.
9. Handle violent inmates to include physical confrontation.
10. Handle intoxicated and/or prisoners under influence of drugs or other substances.
11. Handle mentally ill prisoners.
12. Performs all other related duties as assigned or as apparent.
13. Ability to get along with other employees and the public.
14. May be required to wear department issued uniform.
15. Maintains safety and security of facility.

16. Keep track of inmate movement.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

A high school diploma or equivalent is required. Knowledge of the use of computer, typewriter, and multi-line telephone are desirable. Must obtain TCOLE Jailer training/certification within one (1) year of employment.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste

or smell. The employee must regularly lift and/or move up to 100 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position has been identified with possible risks of exposure to blood-borne pathogens and/or other various hazards that require immunizations against such exposure.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

SIGNATURE/APPROVAL

Employee (Printed Name) _____ Date _____

Employee (Signature) _____ Date _____

Immediate Supervisor _____ Date _____

Sheriff _____ Date _____