

Job Title: Jailer

**MARION COUNTY
JOB DESCRIPTION**

	Department:	Sheriff's Office
Job Title:	Jailer	FLSA Designation: Non-Exempt
Effective Date:	July 2006	Reports To: Jail Administrator

PURPOSE

To provide for booking, security and care of inmates in the County jail and assist with transport of inmates.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Process, search, photograph and fingerprint incoming detainees; releases detainees when required; inputs detainee information into computer; issue detainee clothing and personal articles; account for money and property of incoming and released detainees; complete medical background information sheet on new detainees and verify any medications they may have in their possession; insure proper care of detainees by dispensing meals and prescriptions; and investigate all reported health problems and take appropriate action based on the severity of the situation.

Provide security for the jail and detainees by conducting frequent routine inspections; taking detainees out of cells for recreation; breaking up physical confrontations when necessary; perform cell shake downs for contraband; make sure that male and female detainees are kept separated; prepare a list of prescriptions needing refilling.

Inspect mail and parcels for contraband and communications regarding illegal activities; and confer with detainees regarding their particular needs and provide those needs within prescribed regulations and available resources.

Unlock doors; turn television sets on and off; and control lights and telephones by using a control board.

Carry out duties in conformance with Federal, State, County and City laws and ordinances.

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Prepare a variety of reports and records.

May testify in state or federal court as to detainees or to jail activities.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school diploma or General Education Degree (GED).

Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in one to three years of prior related experience.

Certificates, Licenses, Registrations

Possession of Jail School Certificate, Medication Management Training, First Aid, CPR Certificate or ability to acquire same within specified periods following employment.

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of 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 or interpret graphs.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Equipment Used

Computer
Vehicles
Printers
Telephone/Fax/Answering Machine
Prisoner Restraints

Physical Demands

Work requires the ability to read data and information from screens and other devices involving close vision. Frequent activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal); using fingers, hands, feet, legs and torso in providing various security services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and restrain inmates when required. Ability to manipulate keys, keyboards, operate levers and buttons; open and close heavy doors. Able to operate fire extinguisher.

Environmental Adaptability

Occupational hazards are those generally associated with mental and kindred stress encountered in operating critical information equipment during severe accidents, family situations, suicides, weather related disasters and related incidents. Occupational hazards are those generally associated with the care, custody and security of individuals who represent a temporary or permanent danger to society and whose behavior and potential for violence can vary from situation to situation. Moderate exposure to contagious disease and bodily injury due to strains, breaking up altercations and related tasks.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.