

Job Description: JAILER-NONCERTIFIED

CLASS NO. 1028

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 10

FLSA: Nonexempt

SUMMARY OF POSITION

Provides corrections services involving the health, safety, and security of inmates and the public in the jail facility. Monitors prisoners' activities, and maintains necessary records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Corporal.
2. Directs: This is a non-supervisory position.
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

Monitors all prisoner activity;

Controls violent inmates, including physical restraints of inmates;

Assists in processing incoming and outgoing prisoners, and issues clothing and bedding;

Conducts searches, shakedowns, and inspections of prisoners;

Conducts regular cell checks;

Conducts frequent cell searches for contraband;

Conducts inmate headcount before and after each shift change;

Works in jail control room;

Assists in maintaining accurate inmate and work records;

Assists in preparing and distributing required medications to inmates;

Supervises trustee inmates in distribution and clean-up of meals;

Supervises inmate recreation;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

CLASS NO. 1028 (Continued)

Supervises inmate visitations and phone calls; and

Transports inmates to and from court, hospital, or other correctional facility.

Other Important Duties*

Posts incoming and outgoing money, and prepares and makes bank deposits for inmate trust fund;

Provides security for inmates hospitalized outside of jail facility;

Distributes prisoner mail;

Administers first aid to prisoners;

Supervises trustee inmates outside of jail facility; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws, departmental policies, rules, regulations, instructions, and correctional procedures regarding the custody of persons; and first aid and CPR techniques.

Skill/Ability to: accurately follow oral or written instructions; write clear concise reports; maintain complete required records; establish and maintain effective working relationships with other departmental employees, employees of other agencies, inmates, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Ability to obtain Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) within one year.

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