

Job Description: JAILER (CERTIFIED)

CLASS NO. 1819

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 17

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 Lieutenant; also receives assignments from Jail Captain.
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 restraint of inmates;

Processes incoming and outgoing prisoners, and issues clothing and bedding;

Conducts searches, shakedowns, and inspections of prisoners;

Conducts regular cell checks and frequent cell searches for contraband;

Conducts inmate head count before and after each shift change;

Works in jail control room;

Maintains accurate inmate and work records;

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

Supervises inmate recreation, visitation, and telephone calls;

Distributes prisoner mail;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1819 (Continued)

Administers first aid to prisoners;

Supervises trustee inmates outside of a jail facility; and

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

Other Important Duties*

May work shift hours;

May provide security for inmates hospitalized 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, and correctional procedures regarding the custody of inmates; first aid and CPR procedures.

Skill/Ability to: produce clear concise reports; maintain complete accurate records; operate typewriter and word processing computer software; establish and maintain effective working relationships with departmental employees, other county employees and officials, other law enforcement agencies, inmates, and the general public; demonstrate proficiency in oral and written communication; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least six months of corrections experience;

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

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas driver's license.