

Job Description: JAILER/DEPUTY

CLASS NO. 1820

EEOC CATEGORY: Protected Service Worker

PAY GROUP: 17

FLSA: Nonexempt

SUMMARY OF POSITION

Provides corrections services involving health, safety and security of inmates and the public in the jail facility; monitors prisoner's activities; and maintains necessary records. Prepare nutritious meals in large quantities in accordance with established menus and requirements at the County Jail. Commissioned Officer can serve warrants and has arrest power; ability to transport prisoners to other agencies.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Jail Lieutenant and may receive assignments/Chief Deputy but ultimately responds to Sheriff.
2. **Directs:** This is a non-supervisory position; however may direct jail inmates assisting in kitchen and other work programs.
3. **Other:** Works with other departmental employees, other law enforcement agencies; vendors and suppliers, 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;

Operates jail doors as directed by authorized personnel only;

Answer and route incoming phone calls;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 1820 (Continued)

Control inmate visitation (sign in documentation records), maintain visitation time periods;

Monitor jail visitors for entry clearance, attorneys, clergy, and officers, to allow only authorized personnel into secure area;

Record and maintain certain inmate information;

Record and maintain inmate commissary;

Record and maintain inmate intercom request;

Monitor inmate activities on closed circuit TV;

Receive and record inmate money for deposit in inmate trust fund;

Receive and inspect all bail bonds for spelling, proper form, proper documentation before accepting;

Receiving money for fines and bonds, writing receipts for the same;

Download and print out computer documented jail rounds;

Maintains constant security level at all times;

Maintains accurate inmate and work records;

Prepares and serves nutritious meals according to established menus and time schedules and in compliance with health regulations;

Maintains adequate inventory of food and staples;

Maintains kitchen area, equipment and utensils in a safe, clean and neat manner according to health regulations;

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

Maintains a clean personal appearance and washes hand frequently during food preparation and clean-up;

Supervises inmate recreation, visitation, and telephone calls;

Distributes prisoner mail;

Administers first aid to prisoners;

Distributes inmates medicines according to physician prescriptions and or as required;

Supervises trustee inmates outside of jail facility;

This job description does not take into account potential reasonable accommodations.

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CLASS NO. 1820 (Continued)

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

Insure that all records and information pertaining to duties are kept confidential at all times and only information authorized to be released will be released to the proper authorities.

Other Important Duties*

May work shift hours;

May provide security for inmates hospitalized outside of jail facility;

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws, departmental policies, rules and regulations, and correctional procedures regarding the custody of inmates; and first aid and CPR procedures; food preparation for large group of people; and health rules and regulations regarding food preparation.

Skill/Ability to: produce clear concise reports; maintain complete accurate records; operated 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 both oral and written communication; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record; give and follow and understand instructions.

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 Jailer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas driver's license. Commissioned Peace Officer with the State of Texas.