

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: JAILER CORRECTIONS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized law enforcement work in the care and security of prisoners in the County Jail. Work involves admitting and booking inmates, ensuring security of inmates and Jail. Employee must exercise considerable tact and firmness in frequent contact with inmates and the general public. Employee must also exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail management work. Reports to the Chief Jailer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Admits prisoners to the County Jail; ensures that inmates are properly booked and searched and that inmates are allowed calls to attorneys and relatives; calls bondsman if necessary; and advises prisoners of all jail rules and regulations.

Secures inmates' property, properly storing and returning appropriate items upon release.

Maintains knowledge of inmate population and cell assignments.

Observes inmates' demeanor to determine mental state and possible need for treatment and/or closer observation.

Attends to personal hygiene of inmates to include providing linen, clothing, toilet supplies.

Distributes mail to prisoners; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates.

Patrols entire jail area periodically to prevent escapes and maintain order.

Supervises inmate trustees and community service workers performing various functions in the jail.

Assists visitors, inspects items brought to jail for inmates.

Distributes prescribed medications to inmates.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

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

SPECIAL REQUIREMENT

Must attain certification as a Jailer by the North Carolina Sheriff's Training and Standards Commission within one (1) year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of practices and procedures involved in jail management.

Working knowledge of local laws, ordinances and the North Carolina General Statutes pertaining to the commitment, confinement and release of prisoners.

Skilled in the use of detention and other law enforcement equipment.

Ability to maintain discipline and order in the jail.

Ability to make decisions and take prompt and effective action in emergency situations.

Ability to prepare and maintain routine records and logs.

Ability to exercise tact, courtesy, firmness and fairness with inmates, families of inmates, attorneys, ministers and other persons concerning the welfare of individual prisoners.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery, equipment, and tools including computers, handcuffs, cellblock keys, weapons, batons, etc. Must be able to operate motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

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Language Ability: Requires the ability to read a variety of records and forms. Requires the ability to prepare forms, logs, reports etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.