

FINNEY COUNTY JOB DESCRIPTION

FINNEY COUNTY, KANSAS

JOB TITLE: JAIL DEPUTY I
DEPARTMENT: SHERIFF
REPORTS TO: JAIL SERGEANT/CORPORAL
FLSA STATUS: NON-EXEMPT
GRADE: 21 SO1

POSITION PURPOSE AND OBJECTIVES

This position is responsible for the care, custody, and supervision of prisoners in a Direct Supervision and Linear style jail setting. This position is under the general supervision of a Jail Sergeant/Corporal.

ESSENTIAL FUNCTIONS

1. Properly record and complete the prisoner booking process.
2. Properly record and complete prisoner release procedures.
3. Properly access, input and retrieve information from a computer to complete required reports and update records.
4. Properly orientate new prisoners to the jail.
5. Maintain accurate daily records of prisoner population and location.
6. Distribute clothing, bedding, and personal items to new prisoners.
7. Distribute mail, meal trays, medications, clothing, personal care items and commissary goods, properly and accurately record distribution of same and retrieve the same when appropriate.
8. Clean and maintain all areas of the jail.
9. Distribute cleaning supplies to prisoners and supervise the cleaning of occupied cell areas.
10. Prepare prisoners for transfer by applying the appropriate restraints, when necessary.
11. Provide security escort for prisoners when transferring to different areas of jail.
12. Properly record information on log sheets or in log books.
13. Maintain jail security by completing cell checks, random prisoner counts, monitoring cell areas on surveillance equipment, and completing lock down procedures.
14. Escort maintenance personnel and other authorized persons within the facility as needed.
15. Complete thorough random cell inspections to search for unauthorized items.
16. Ability to work all posts within the jail.
17. Ability to understand and carry out written instructions and to write clear and comprehensive reports.
18. When necessary, assist fellow officers, use physical force, restraints and other equipment to maintain the safety and security of the jail.
19. Call jail nurse or emergency medical personnel when medical emergency arises with inmate.
20. Testify in court when required.
21. Ability to work weekends, holidays and overtime hours and complete all other duties as assigned and ordered.
22. Availability to respond to emergency situations when called.

MARGINAL FUNCTIONS

Respond to change productively and complete other tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Not Applicable.

MINIMUM EDUCATION AND EXPERIENCE

High school education or G.E.D

MINIMUM QUALIFICATIONS

Valid Kansas driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to access, input and retrieve information from a computer.
Ability to analyze situations quickly and objectively and to determine a proper course of action to be taken consistent with established policies and procedures.
Ability to communicate and write effectively.
Ability to complete physical inspections of prisoner areas and jail facilities.
Ability to cope with situations firmly, fairly, consistently and with respect for the rights of others.
Ability to monitor activity in jail with audio-visual equipment.
Ability to operate office, laundry and cleaning equipment.
Ability to understand and carry out oral and written instructions and to write clear and comprehensive reports.
Knowledge of disciplinary action procedure.
Knowledge of operating general office equipment, including typewriter, computer, copier and printer.
Knowledge of proper chain of command.
Knowledge of use of cleaning and laundry equipment.
Proficiency in Microsoft Word, Excel, Email and Internet use.
Thorough understanding of booking process.

COMPETENCIES

Dependability
Customer Service
Job Knowledge
Initiative
Cooperation
Quality
Adaptability
Business Ethics

MENTAL AND PHYSICAL CONDITIONS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or

move over 25 pounds and must have the ability to lift/or move items weighing in excess of one hundred fifty pounds. Must be able to physically restrain another person. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. Ability to endure strenuous physical activity and to react calmly to dangerous situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The essential functions of this position will be completed in an inside environment in a jail setting. Occasional work outside occurs when transferring prisoners and during some training. This position involves direct interaction with individuals who have been or may be arrested for violation of law and who may be under the influence of drugs or alcohol or have mental health issues. This position is regularly exposed to highly contagious and communicable diseases and viruses. This position is subject to rotating shifts. Ability to work weekends, holidays and overtime hours.

The undersigned certify that this Job Description has been reviewed and is understood.

EMPLOYEE _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.