

JAILER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses positions in the operation and maintenance of the jail facility and care of prisoners. Employees of this class are responsible for making inspections of the jail facility and security precautions, for maintaining order in the jail, for performing initial search and sanitary procedures for the admission and release of prisoners, and for keeping records of jail operations. This class is non-supervisory in nature and employees follow specific instructions of and are supervised by the Supervisor of Jail.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises daily activity of prisoners including control of visitors, mail, and packages; maintains order in the jail facility; instructs and supervises prison work details;

Notifies supervisor to call for medical attention for inmates when needed; administers medicine or provides other basic medical attention following instructions of a physician or other qualified superior;

Makes regular, formal inspections of prison facilities and all security precautions; makes periodic, informal inspections of prison facilities and all security precautions;

Admits and releases prisoners; fills out forms and records necessary for the admission and release of prisoners; fingerprints and photographs new prisoners; performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners;

Keeps necessary records and writes necessary reports related to the operation of the jail such as records of maintenance operations performed, records of supplies and equipment used, all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms, and any others required;

Maintains prison facility;

Orders and delivers meals to prisoners; distributes clothing to inmates;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

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	10-19-94
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