

## **Green County Job Description**

**Job Title:** JAILOR  
**Department:** SHERIFF'S DEPARTMENT  
**Reports To:** SERGEANT/LIEUTENANT/CHIEF DEPUTY  
**Status:** Full-Time  
**FLSA Status:** Nonexempt/Union Position  
**Prepared By:** Green County Clerk's Office/Sheriff's Department  
**Prepared Date:** May, 2002  
**Approved By:** Personnel and Labor Relations Committee  
**Approved Date:** June 24, 2015  
**Sent to Union:** June 25, 2015

### **SUMMARY**

Sheriff's Jail Officers perform various functions including monitoring daily jail operations, assessment, supervision of inmates, documentation of activities, and the general safety and security of county jail inmates. Jail Officers work weekends, holidays and may require rotating shifts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

Maintains security and discipline in the jail by managing actions of prisoners incarcerated, intervening to stop disturbances, enforcement of jail rule violations, conducting searches and inspections, surveillance of all inmates, taking custody of and releasing inmates, serving inmate meals, admitting visitors, preparing reports and other required paperwork, and such other duties as may be assigned from time to time.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **EDUCATION and/or EXPERIENCE**

At least 20 years of age, U.S. citizen, high school diploma, no felony or domestic abuse related crime convictions, LESB jail certified or certifiable within two years of employment date by successfully completing an LESB Jailer Certification Program.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts. Ability to apply concepts such as fractions, percentages, ratio, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Mandatory requirements include: U.S. citizen, high school diploma or equivalent, and certified or certifiable by having completed an LESB Jailer Certification Program.

***PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.***

Be in good physical condition and have the ability to physically perform all use of force techniques. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with his/her hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific visual abilities required by this job include close vision and distance vision.

***WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.***

While performing the duties of this job, the employee is normally in an inside environment and occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date