

# **JAILER I**

## **GENERAL STATEMENT OF DUTIES**

Performs law enforcement work in the care and security of prisoners in the county jail on an assigned basis as determined by supervisor.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for performing a variety of general law enforcement duties relative to the safety, detention, and security of prisoners on an assigned shift. Considerable tact and firmness are required in dealing with violent, suicidal, and mentally disturbed inmates. The employee is required to exercise alertness and some independent judgment in dealing with unusual situations. Work is performed in accordance with established jail management policies and procedures and supplemented by specific instructions as necessary. The employee is subject to the usual hazards of jail management work. Work is performed under the close supervision of the Chief Jailer and is evaluated through conferences, review of records, and through inspections.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Admits prisoners to the county jail; insures that inmates are properly booked and searched and that inmates are allowed calls to attorneys and relatives; collects personal belongings of inmates for safekeeping and advises prisoners of all jail rules and regulations.
- Inspects male prisoners and their quarters to insure cleanliness and sanitation; supervises trustees engaged in cleaning the jail area, laundering linens and clothing, and preparing food.
- Arranges for visitors to see prisoners in specified areas; inspects all items brought to jail for prisoners; checks incoming and outgoing mail.
- Administers simple medicines or calls physician as needed; distributes medications as prescribed; provides for general welfare of prisoners.
- Patrols entire jail area periodically to prevent escapes and maintain order.
- Releases prisoners on bond, due to court order or for time served; insures release papers are accurate and complete; returns all personal property to the individual; completes forms providing required documentation of release.
- Answers telephone and operates two-way radio periodically.
- Follows Guidelines as listed in Post Orders.
- Performs related work as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of federal, state and local laws pertaining to inmate sentencing, pretrial conditions, and release.
- Working knowledge and ability to comply with the policies and procedures established by the County Sheriff's Office.
- Working knowledge of policies and procedures covering inmate security, classification, care and discipline.
- Ability to maintain discipline and order in the jail.
- Ability to deal tactfully and firmly with inmates and the general public.
- Ability to prepare and maintain records.
- Ability to take prompt and effective action in jail emergencies.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school; or an equivalent combination of experience and training.

## **SPECIAL REQUIREMENTS**

Jailers working alone, without direct supervision, must be certified through the North Carolina Human Resources Division of Facilities Services within a year after employment.

**Special Note** – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 6/2002