

FILLMORE COUNTY JOB DESCRIPTION

Jailer

DEPARTMENT: Sheriff		JOB TITLE OF SUPERVISOR: Jail Administrator
PAY GRADE/RANGE:	BARGAINING UNIT: Part-time: Not Represented Full-time: LELS Local #85	FLSA STATUS: Non-exempt

GENERAL PURPOSE OF JOB

Required to supervise all inmates. Required to enforce all regulations of the Fillmore County Jail as set forth in the policy/procedure manual guidelines from the Minnesota State Department of Corrections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Complete all booking procedures on incoming persons as set forth in policy/procedure manual.
Maintain all security regulations in the jail.
Periodically inspect cells for vandalism and other problems.
Interpret rules and regulations for inmates and help them with any problems that may arise.
Participate with jail administrator, probation officer, CD counselor and volunteers in program planning.
Responsible for entering jail information into permanent files.
Keeping typed logs of all inmate activity as required by policy/procedure.
Responsible for the supervision and well-being of all inmates in the Fillmore County Jail.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of High school graduate or general education degree (GED) and must be 18 years of age.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- First Aid/CPR Certificate or within 6 months of employment become certified in an approved first aid/CPR class and maintain certification

- Minnesota Driver’s License or evidence of equivalent mobility

DESIRABLE QUALIFICATIONS:

- Education in law enforcement or corrections
- Knowledge of court procedures
- Computer knowledge, or
- Skill in the use of computer software and applications

REQUIRED SKILLS (position requirements at entry) Skill in:

- Must show capabilities of using sound judgment and making good decisions regarding jail operations.
- Ability to handle critical situations in a calm manner.
- Ability to communicate with people in a non-biased understanding manner.

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. 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 frequently required to stand, walk, sit, 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 and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. The employee will occasionally lift and/or move up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; extreme cold; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and working in high, precarious places. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Fillmore County, Karen Brown: Coordinator	Date: 08-25-1997
Revised by: Fillmore County	Date: 02-15-2006