



# Jailer

Grant County Sheriff's Office is recruiting for part-time Jailers. These positions perform a variety of duties connected with the operation of the County Jail.

## Minimum Qualifications

### Education:

1. Graduation from high school or high school equivalency diploma
2. Basic computer concepts
3. Training in Corrections or Criminal Justice desirable
4. State of Wisconsin Jailer Certification preferred
5. Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

### Experience:

- Experience in the direct custody of adult inmates desirable

### Note:

1. All appointees must successfully complete 120 hours of certification and 24 hours of annual inservice training as required by the Law Enforcement Standards Board.
2. Must be able to work any shift, weekends or holidays
3. Equivalent combinations of job related education and experience may be considered

**How to Apply:** A [Grant County application for employment](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required and must be submitted to the following address.**

### Grant County Personnel

111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Jailer

**DEPARTMENT/ AGENCY:** Sheriff

**IMMEDIATE SUPERVISOR:** Jail Administrator

**PAY RANGE:** LTE

**FLSA:** Non-exempt

### **NATURE OF WORK**

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#### Experience:

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#### Knowledge, Skills and Abilities:

1. Skill in reading and comprehending written materials
2. Oral and written communication skills
3. Ability to enter data in computer system
4. Ability to gain the respect and control the behavior of inmates
5. Ability to take prompt and decisive action in emergency situations
6. Ability to restrain combative inmates
7. Skill in self-defense
8. Ability to maintain a positive attitude and emotional control
9. Ability to follow work procedures and rules
10. Ability to work in a confined area for an extended period of time
11. Ability to spell and write legibly
12. Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

#### Under general direction

1. Maintain care and custody of male or female prisoners
2. Book, search, strip and bodily examine inmates and check their clothing and possessions
3. Maintain proper security including patrol duty and periodic counts of inmates
4. Maintain proper order and decorum among prisoners
5. Physically restrain combative inmates
6. See that inmates follow proper procedures as to personal hygiene

7. Administer first aid and assist in dispensing medications and in performing elementary nursing tasks
8. Ensure that the quarters of inmates and the areas for which they are responsible are kept in a safe and sanitary condition
9. Issue supplies to inmates
10. Assist with the dispensing of food
11. Check incoming and outgoing mail
12. Supervise work details of inmates in their quarters or other areas
13. Report infractions of rules and unusual occurrences
14. Prepare inmates for court and for release
15. Convey or assist in the conveyance of inmates to any destination
16. Supervise inmate visitations
17. Verify employment and maintain employment and financial records of Huber prisoners
18. Keep records and prepare reports
19. Perform such other duties as may be assigned
20. AVAILABILITY TO WORK ANY SHIFT, WEEKENDS AND HOLIDAYS REQUIRED

### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

### **SUPERVISION EXERCISED**

May supervise part-time and/or limited term positions

### **ENVIRONMENTAL FACTORS**

Exposure to violence, noise, and uncomfortable conditions as may be found in a jail environment. Restrain combative inmates as necessary. Dexterity in moving, picking up objects and operating office equipment is required.

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 08/24/2014