Start Rate: \$26.73



# Jailer (Female)

**Grant County Sheriff's Office** is recruiting for a full-time Female Jailer. This position performs 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 200 hours of certification and 24 hours of annual inservice training as required by the Law Enforcement Standards Board.
- 2. Equivalent combinations of job related education and experience may be considered

**How to Apply:** A <u>Grant County application for employment</u> and job description may be obtained at <u>www.co.grant.wi.gov</u> or by contacting Human Resources at (608)723-2540. **Letter of interest, resume, and Grant County Application are required. Applications will be accepted at:** 

# **Grant County Human Resources**

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 GRADE**: G

FLSA: Non-exempt

# **NATURE OF WORK**

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:**

1. 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. Equivalent combinations of job related education and experience may be considered

#### 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. Ability to provide effective, credible testimony in a court of law
- 8. Skill in self-defense
- 9. Ability to maintain a positive attitude and emotional control
- 10. Ability to follow work procedures and rules
- 11. Ability to work in a confined area for an extended period of time
- 12. Ability to spell and write legibly
- 13. Ability to work effectively and harmoniously with others
- 14. Ability to and available to work any shift including nights and weekends

#### **ESSENTIAL FUNCTIONS**

Under general direction

- 1. Maintain care and custody of male and female prisoners
- 2. Book, photograph and fingerprint incoming arrestee(s) or defendant(s) designated by the court
- 3. Pat search inmates/arrestees coming in to the jail; as well as volunteers or person(s) entering the jail.

- 4. Search and inventory of personal or tangible property coming in or while in the jail; for prevention of contraband entering, remaining, or being distributed within the jail
- 5. Strip search and bodily examine inmates as authorized by policy
- 6. Maintain proper security and facility sanitation through wellness checks and inmate counts
- 7. Maintain proper order and decorum among inmates
- 8. Physically restrain or control combative or uncooperative inmates within policy
- 9. Ensure inmates are following rules and guidelines within the inmate handbook
- 10. Detect, investigate, and/or report minor or major inmate rules or law violations, or other unusual incidents
- 11. Capacity to provide effective, credible testimony in a court of law
- 12. Dispense medications in accordance with policy and guidance from medical staff
- 13. Administer first aid and report medical issues in accordance with policy and procedure
- 14. Check and monitor incoming mail, outgoing mail, text messages, phone calls and/or emails
- 15. Supervise work details or movement of inmates in their quarters or other areas
- 16. Conduct and/or assist in transport of inmates to court or other facilities
- 17. Assist and monitor inmate(s) during visitation
- 18. Verify employment, verify employment schedules, maintain financial records, and continuous monitoring of Huber and EMP inmates to ensure compliance
- 19. Maintain records, enter information, and document activities and incidents in guidance with policy and procedure
- 20. Dispense meals and commissary to inmates
- 21. Perform, record, and document any other duties as assigned by procedure and policy
- 22. Provide assistance to incoming calls from the public
- 23. Assure court schedules are followed and inmates are on time for in person or video court
- 24. Assist RN with inmate rounds
- 25. Schedule and coordinate attorney, probation, court services, for inmates
- 26. Billing: inmates, Huber, commissary, medical
- 27. Collect garbage and provide cleaning for inmates
- 28. Launder all inmate laundry; collection and dispensing
- 29. Approve, utilize, Monitor trustee workers
- 30. Mediate disputes between inmates

#### 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.

#### PHYSICAL DEMANDS

Requires hand – eye – coordination, may sit or stand for long periods of time; lift or carry up to 50lbs.; stoop, kneel, crouch, or crawl frequently; bend, squat, stretch, and twist frequently; 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 07 27 2023
I have read and understand this job descrip	tion. I agree to accept the responsibilities and duties as outlined
Employee	// Date