



# Jailer

**Grant County Sheriff's Office** is recruiting for a part-time 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 [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) 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:**

6. Graduation from high school or high school equivalency diploma
7. Basic computer concepts
8. Training in Corrections or Criminal Justice desirable
9. State of Wisconsin Jailer Certification preferred
10. 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:**

3. All appointees must successfully complete 200 hours of certification and 24 hours of annual inservice training as required by the Law Enforcement Standards Board.
4. 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.

.....  
I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date