

Webster County, Missouri Job Description

Jailer

Position Title: Jailer

Wage Status: Non-Exempt

Position Summary:

The Jailer is responsible for the general care and safety of Webster County inmates.

Essential Responsibilities and Duties:

- Upon hire, training must be complete with other county in region as selected by Webster County officials
- Assist in the transport of inmates from one county to another
- Complete rounds through the jail on an hourly basis
- Ensure inmates are calm and no issues cause problems within the jail
- Must be able to communicate with inmates to discuss possible problems or medical issues
- Book and release inmates as required
- Use computer systems to enter data and release inmates from the jail
- Clearly and effectively write reports and enter info into computer system
- Clearly and effectively communicate information to other jailers, court systems, and visitors
- Must be able to restrain inmates and assist others in restraining inmates
- Assist in the movement of inmates from one part of the jail to other parts of the jail or courthouse
- Must keep in mind the safety and security of all inmates, jailers, and visitors at all times.
- Clean, organize, sweep, mop, wipe down and sanitize all jail areas
- Must be able to maintain a positive attitude and general well-being of self while dealing with many different personality types and situations
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- High School Diploma or GED equivalent strongly preferred
- At least age 21 strongly preferred

- Able to give clear instructions to inmates
- Able to work with general public, inmates, co-workers and others by speaking with, writing information, or via the phone
- Able to work in loud and busy environment as well as quiet environment
- Must have a clean criminal history
- Must have valid drivers' license
- Must know and understand all safety procedures of the jail at all times
- Must have acceptable attendance record
- Must have good housekeeping skills
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 20 pounds occasionally and up to 10 pounds frequently and frequently moving small objects
- Must be physically able to restrain inmates and assist others with restraining inmates
- Must be able to move quickly and think quickly to respond to the demands of the jail
- Occasionally sitting for long periods of time
- Walking or standing frequently
- This position works mostly indoors going outdoors may be frequently required
- Must have manual use of hands and vision to use computer constantly
- Able to clearly and effectively communicate with inmates, co-workers, visitors, and the general public
- Ability to Drive a vehicle and maintain valid drivers' license

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Jailer job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date