

POSITION DESCRIPTION		Position #: 5270.250.XX	Union: No
Class Title: Civilian Jailer		Full Time / FLSA: Non-exempt	
Department: Jail/Law Enforcement	Location: Shell Lake – Law Enforcement Center	Pay Range: P-09-2080	Date: 07/2023

GENERAL STATEMENT OF DUTIES:

This position performs a wide variety of responsible duties connected with the operation of the jail. The employee in this class serves as a Jailer responsible for processing inmates, maintaining jail order, taking disciplinary actions, conducting cell inspections, escorting inmates throughout the facility, monitoring for drugs and contraband. As a Jailer, the employee performs a variety of duties involving the operation of the jail and the safety and security of inmates. The work is performed within the established guidelines and under the general supervision of the Jail Administrator and Sheriff.

An employee in this class is not assigned to perform active law enforcement duties and is not classified as a protective occupation participant under the Wisconsin Retirement System.

PRIMARY DUTIES AND RESPONSIBILITIES: (Illustrative only)

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned or required.

- Maintains the jail, making security checks as necessary.
- Intake and release of inmates.
- Serves meals and retrieves meal trays after meals.
- Cares for prisoners' personal property and attends to their personal needs.
- Completes written documentation regarding activities taking place within the jail.
- Testifies as witness in court proceedings.
- Answers telephone and personal requests for information.
- Types and files records and related forms.
- Collects bond and bail money.
- Performs data entry tasks in the computer system.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.
- Performs other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of public safety functions and procedures.
- Institutional management practices and the care and custody of inmates.
- Observational skills needed to assess situations and inmate moment to moment to be able to prevent incidents from occurring.
- Jailers should be strong communicators to be able to command the respect of inmates to maintain order during chaotic moments.
- Be able to work as a team to communicate, collaborate and coordinate skills to prevent mistakes and ensure officer safety.
- Ability to quickly learn assigned duties.
- Ability to establish and maintain an effective working relationship with inmates, fellow employees and the public.
- Ability to keep accurate records and complete written reports.
- Ability to type accurately at a reasonable rate of speed.
- Ability to speak clearly and distinctly.
- Ability to remain alert at all times, and react quickly and calmly in emergency situations.

- Must be dependable, show courtesy, tact and good judgment.
- Have and maintain physical condition necessary to perform duties.
- Knowledge of operating a wide variety of computer hardware and software systems.
- Enter and maintain all information (some being confidential) received, as required and directed.

EXPERIENCE AND TRAINING REQUIRED:

Some clerical experience, preferably including work as a guard and completion of a standard high school course; and preferably supplemented by a related law enforcement, criminology or corrections training; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

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.

Work is performed in office settings and on the jail floor. Hand-eye coordination is necessary to operate radios, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to handle, feel, or operate objects, and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear.

The employee must regularly lift and/or move up to 50 pounds or more and occasionally deal with and/or subdue unruly inmates.

TOOLS AND EQUIPMENT USED:

Computers including word processing, spreadsheet, database, standard office equipment including photocopiers, calculator; telephone; voice mail, radios cleaning equipment and other related equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee may frequently travel between buildings, between floors, and into all areas of the jail, sheriff's department and court system.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgement, to be proper.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The duties are subject to change by the employer as the needs of the employer and requirements of the job change.