



Detention Officer, PT (3110)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 12

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide and maintain security, safety, care, and control of inmates, detention facility, and facility equipment and to supervise inmates in the County jail.

Typical Duties

Ensures the security and safety of the inmates: ensures that inmates are not injured by themselves or by other inmates; responds to alarms; conducts inmate and cell searches to remove contraband materials and weapons; and provides inmates with information regarding charges, bonding, attorneys, and personal interactions.

Monitors and accounts for the inmates: conducts intake of inmates on arrival, including fingerprinting; monitors and ensures that all inmates are accounted for and are secured in their cells; conducts intermittent security checks inside and outside facility; conducts head counts; patrols control tower; and monitors video surveillance system.

Provides inmates with daily living needs: issues clothing and personal care items; performs inmate meal, commissary, and mail distribution; searches mail for contraband; oversees recreation activities and religious services; and oversees operation of cafeteria and laundry services.

Monitors inmate health status: monitors and conducts basic evaluations of health status; involves healthcare professionals as needed; and monitors inmates and medical staff while receiving health care, medication distribution, etc.

Transports inmates to different locations: and transports or escorts inmates to different locations within the facility or to locations outside the facility.

Ensures the security and safety of facility staff and visitors: logs visitors upon arrival; monitors visitor access to facilities; conducts searches for contraband materials; and escorts visitors within the facility.

Performs reception duties: answers the phone and greets visitors; provides information and assistance regarding jail services, forms, inmates, or other issues; responds to routine questions, complaints, or requests for service; and initiates problem resolution.

Processes bonds: prepares bond documentation for bonding companies, property bonds, cash bonds, and transfer bonds; issues receipts; forwards documentation to appropriate personnel; and prepares related reports.

Performs routine maintenance duties: receives and responds to work orders; performs routine plumbing, electrical, and custodial duties; monitors inmate workers on detail; assists contractors; orders materials and supplies in order to complete work activities; and maintains tools, equipment and warehouse.

Maintains jail records and performs related clerical duties: enters, updates and maintains jail records, logs, and forms; maintains file system of various files/records; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; researches files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Jail Officer Certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling,

crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, odors, wetness, humidity, rain, hazardous materials, traffic hazards, toxic agents, human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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