

JOB DESCRIPTION

CALLAHAN COUNTY

JOB IDENTIFICATION

Job Title: Dispatcher/Jailer

Department:
Sheriff

JOB SUMMARY

Answer and dispatch calls efficiently and effectively. Maintain safety in the jail. All dispatcher must hold jailer's license, but all jailers are not required to be dispatchers.

JOB DUTIES

1. Book prisoners
2. Do hourly checks on inmates
3. Answer and dispatch calls for departments in the county.
4. Maintain Criminal History notebook.
5. Maintain accurate radio, jail log, and call cards
6. Answer 911 calls
7. Operate all office computers and machines.
8. Dispense medications
9. Confirm & remove warrants
10. Answer all incoming calls

PHYSICAL REQUIREMENTS

Must be able to go up and down stairs.

WORKING CONDITIONS

This job is indoors in a confined area.

EDUCATION REQUIRED

A high school diploma or equivalent is required. Jailer's certification license will be required within 1 year. 911 call taker and flip chart training will be completed as soon as possible. TLETS certification will be required within 1 year.

EXPERIENCE

Experience is a plus but not required.

SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES

Ability to prioritize tasks. Ability to handle several tasks at once. Ability to read maps and give clear, concise directions. Ability to communicate with others. Ability to learn to use computers. Phone skills. People skills.

LICENSES AND CERTIFICATIONS

Jailer's license and 911 call taker training

CONTACT WITH OTHERS

Will be in constant phone contact with the public. Regular contact with officers, Judges, courthouse personnel and all law enforcement personnel. Will have constant contact with inmates

JOB DESCRIPTION CALLAHAN COUNTY

JOB IDENTIFICATION

Job Title: Jail Administrator

Department: Sheriff

Positions supervised: Jailers

JOB SUMMARY

Maintain safe and secure jail environment. Insure that inmate are cared for in ways set forth by law including safety, security, health and nutrition

JOB DUTIES

1. Book prisoners
2. Jail audit reports
3. Mandays reports
4. Plan menus
5. Buy and order food
6. Prepare meals or supervise preparation of meals by trustys
7. Supervise trustys
8. Population reports
9. Maintain jail book
10. Classification reports
11. Insure exercise requirements are met
12. Write and update jail policy
13. Take medical requests and insure prisoners receive proper medical attention
14. Maintain up to date and proper jail reports
15. Order jail supplies
16. Be on call 24 hours daily for emergencies
17. Maintain laundry facilities
18. Provide commissary and maintain prisoner accounts

PHYSICAL REQUIREMENTS

Must be in good physical condition. Must go up and down stairs 8-30 times in a shift. Must to be able to lift 25 pounds.

WORKING CONDITIONS

Mostly indoors with air conditioning. Must be on call 24 hours a day. Overtime may be required.

EDUCATION

Must have a high school diploma or equivalent. Must be a certified jailer.

EXPERIENCE

Must have 2 years prior experience as a jailer.

SPECIAL SKILLS, KNOWLEDGE, OR ABILITIES

Communicate well with all inmates and coworkers. Self motivated. Knowledge of human behavior. Ability to plan and prepare meals on a budget.

LICENSES AND CERTIFICATIONS

Must have a certified jailers license and a drivers license.

CONTACT WITH OTHERS

Will be in constant contact with inmates, staff, and civilians. Some contact with elected officials (commissioners, judges, district attorneys, and attorneys). Will have some contact with doctors, parole officers, dentist, probation officers and salesman.