

Position Title: Deputy/Administrative Assistant/Jailer

Reports To: Sheriff/Chief Deputy/Jail Administrator

Department: Bailey County Sheriff's Office

Position Summary:

The Deputy/Administrative Assistant will answer to the Sheriff and Chief Deputy. The duties for this position are vast and require special skills. The person will be able to work closely with other departments, courts, prosecutors, and clerks. Responsibilities will include but not limited to employment hiring process, data entry, all aspects of civil process, taking reports, responding to calls when on call or in the office, preparing federal and state reports, evidence collection and storage, answering and dispatching calls for service, assist in the jail such as inmate visitation, contract billing, and general office needs.

Jailer must be certified through the Texas Commission on Jail Standards by the first year of service. A temporary license is issued prior to going to jail certification training. Jailers will work either 12- or eight-hour shifts. A jailer is responsible for answering phones, operating radios, coordinating with the Police Department to dispatch calls for service, admit inmates into jail, have inmates magistrated, release inmates from jail, check inmates' welfare twice hourly, keeping up with inmate activity logs, serve meals to inmates, prepare meals, supervise the cleaning of the jail, searching cells for contraband, and any other duties assigned by the Sheriff.

Essential Job Functions for Deputy/Administrative Assistant:

1. General secretary duties,
2. Assist with inmates when necessary and goes on inmate transports.
3. Works closely with judges, clerks, and prosecutors providing information about cases and defendants incarceration.
4. Other duties as assigned within the scope of the sheriff's office operations.
5. Prepares monthly state reports for the jail
6. Assist in daily operation of Kitchen meals and supply order

Essential Job Functions for Jailer:

- 1.Booking inmates into jail using jail software.
- 2.Supervision of inmates.
- 3.Prepare reports, fill out logs, and document activities.
- 4.Other duties as assigned within the scope of the jail division.
5. Communicate with inmates and resolve issues.

Essential Job Requirements Office Deputy/Administrative Assistant:

Education: High School Diploma and Peace Officer License by TCLOESE

Experience: Knowledge in court procedures, law enforcement, and secretary skills

Required Skills: computer knowledge, trouble shooting ability

Preferred Skills: Knowledge in criminal investigations and patrol duties and secretary skills, bi-lingual

Physical Requirements: Able to perform all duties as a deputy Sheriff

Essential Job Requirements for Jailer:

Education: have current TCLOESE jailer license

Experience: none

Required Skills: computer knowledge, trouble shooting ability, communication skills

Preferred Skills: Jailer license

Physical Requirements: Able to put on and operate a Scott Air-Pac oxygen tank that weighs about 30 pounds and go into any jail cell to assist inmates to safety. Occasionally handle violent inmates that are high on drugs or alcohol. Jailers must be able to walk on concrete floors for long periods of time doing cell checks. The jailer will be responsible for opening heavy steel doors and closing them. Jailer may be required to clean the jail in the event of no working inmates.

Limitations and Disclaimer

The Above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Job Description

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Supervisor's Name                      Title

Supervisor's Signature                      Date