

JAIL DETENTION OFFICER

General Definition of Work:

Performs responsible protective service work supervising inmates and ensuring the care and security of inmates at the County Sheriff Detention Center. Work is performed under the supervision of a Sergeant.

Essential Functions/Typical Tasks:

Maintains safety and security of the County Sheriff Detention Center; supervises visitations; performs special assignments; assists citizens; performing routine duties in the operation of the detention center; maintains records; prepares reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Processes incoming and departing inmates.
- Assigns and escorts inmates to proper cells.
- Advises inmates of detention center's rules and regulations.
- Orders meals and assists with meal distribution.
- Accompanies medical staff on medical rounds.
- Perform cell block searches.
- Supervise inmates designated as trustees.
- Transports prisoners and mental patients to other facilities.
- Ensures that inmates make and receive necessary phone calls and visits.
- Enforces rules and regulations within the detention center.
- Cleans detention center.
- May be assigned to a variety of administrative tasks such as purchasing, time keeping, and related duties.
- Prepare detailed reports and maintain necessary files.
- Performs work during emergency/disaster situations.
- Performs related duties as required.

Knowledge, Skills and Abilities:

General knowledge of the methods, procedures and regulations of inmate security and detention center operations; of modern practices and procedures involved in the handling of inmates; of the materials and equipment used in the operation of the detention center; of the rules and regulations of the Sheriff's Department; and of the geography of the county and location of important buildings. Ability to enforce rules firmly and fairly; to detect potential behavior problems of inmates; to exercise judgment in emergency and routine situations; to carry out oral and written directions accurately; to supervise the activities of large groups of inmates; to use computerize record system; to prepare records and reports; to attend work regularly and to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from high school or GED.

Physical Requirements:

This is normally medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; some work may require the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Must meet minimum standards of the North Carolina Sheriff's Education and Training Standards Commission. May be required to complete Employment Security Commission Aptitude Test and submit to a psychological examination. Polygraph examination and extensive background review required. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.