

Madison County, Iowa
Position Description – Jailer/Dispatcher

Position: Jailer/Dispatcher

Reports to: Jail Administrator

Department: Madison County Sheriff's Office

Effective Date: July 1, 2015

FLSA: Non-Exempt

General Summary

Under general direction of the Jail Administrator. Process and supervise all inmates that enter and leave the jail. Transport inmates to and from different locations as directed. Perform jail checks or cell searches on a regular basis. Inventory inmate personal property and perform dispatch duties as required.

I. Essential Functions

A. Monitor

1. Process all inmates entering and leaving the jail
2. Monitor & supervise all inmates in the custody of the Sheriff
3. Transport inmates to and from different locations as directed
4. Maintain accurate records and logs of all inmates
5. Ensure all inmates are following jail rules and policies
6. Perform laundry duties for the jail
7. Feed inmates and maintain accurate records of all meals served
8. Maintain knowledge of jail policy and procedure
9. Regularly communicate with co-workers and supervisors on day to day activities of the jail
10. Address issues, concerns or problems with the Jail Administrator in a timely manner
11. Clean the interior of the building (vacuum, dust, remove trash, clean bathrooms, etc.)
12. Clear sidewalks of snow and debris
13. Perform as needed all the duties of a dispatcher (see dispatcher/jailer job description)

B. Physical Demands

1. Required to sit, walk and use hands & fingers to grasp, push, pull & operate general office equipment
2. Lift files and file paper work
3. Occasionally lift in excess of 50lbs
4. May be required to restrain individuals of all sizes and weight

C. Work Environment and Equipment

1. Often alone in a jail or dispatch setting
2. Must be able to operate a computer, fax machine, 911 phone system and general office equipment

D. Additional Functions

1. Maintain & update inmate records in a timely manner
2. Enter inmate information into computer

II. Education / Experience / Qualifications

- A. Be at least 18 years of age
- B. Be of good moral character as determined by a back-ground check
- C. Have a high school diploma or GED
- D. Have normal hearing in both ears (hearing aids are acceptable if sufficient hearing can be obtained)
- E. Have uncorrected vision of not less than 20/100 in both eyes and corrected to 20/20
- F. Undergo psychological testing (MMPI)

III. Licensing and Certification

- A. Maintain jailer certification
- B. 8hrs/year continuing education
- C. First Aid & CPR Certified

IV. Knowledge / Skills / Abilities

A. Knowledge

1. Record keeping
2. Modern office equipment and software

B. Skills

1. Personal
 - a. High level of integrity and confidentiality
 - b. Flexibility to adapt to change
 - c. Willingness to take initiative with little or no supervision

- d. Attention to detail
- 2. Organizational
 - a. Analytical thinking and problem solving during emergencies or conflict
 - b. Negotiation, mediation, problem solving and conflict resolution over the phone and internally
 - c. Accuracy, planning, and time management
 - d. Team work
- C. Abilities**
 - 1. Effectively communicate verbally and in writing
 - 2. Establish cooperative and professional working relationships with other county employees, public officials, department heads, vendors and the general public