

JAILER - CAPTAIN

GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative work in directing the operations of the county jail.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and supervisory work assisting the Jail Administrator in the management of all jail operations. Employee acts as the first line assistant to the Jail Administrator in the command and supervision of all jail personnel, management and operations of the county jail and the recruitment, selection, evaluation, and promotion of jail personnel. Employee must be courteous, tactful, and firm in all dealings with employees and the public. Considerable judgment and initiative are required in making decisions without reference to higher authority. Employee is subject to the usual hazards of jail operations. Work is performed under the general direction of the Jail Administrator and is evaluated in terms of adherence to Sheriff's Office policies and procedures and in terms of the overall effectiveness of county jail operations.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises and directs the daily activities of the county jail; confers with the Jail Administrator in the recruitment, selection, discipline, and dismissal of jail personnel; observes the work of employees to insure accepted standards of performance.
- Supervises and directs the commitment, confinement and release of all prisoners; assures that all proper legal forms are completed and maintains a complete record system on all jail activities.
- Acts in behalf of the Jail Administrator in his absence.
- Trains and instructs jailers in the proper procedures for booking, bonding, and release of prisoners and explains all new directives concerning these legal procedures.
- Supervises the distribution of all mail and prescribed medications to prisoners; supervises the serving of all meals to inmates.
- Inspects the cleaning and sanitation of all jail facilities to ensure that federal, state and local statutes are followed.
- Investigates and discusses with the Jail Administrator all complaints against jail personnel in the performance of their duties.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of detention administration and management, including technical and operation principles, practices and procedures of inmate detention and care.
- Considerable knowledge of federal, state, and local laws pertaining to inmate sentences, pre-trial conditions, release, and detention administration, including minimum detention standards issued by the State; and of corrections standards and corrections law / constitutional issues regarding inmate rights.
- Ability to communicate effectively verbally and in writing with a wide variety of individuals, including elected officials, county management, the media, and the general public.
- Ability to effectively manage, train, and evaluate the work of subordinate supervisors.
- Ability to plan, organize, and evaluate detention programs.
- Ability to exercise sound judgment in making managerial decisions in routine and emergency situations.
- Ability to deal tactfully and firmly with inmates and the public.
- Ability to maintain effective relationships with other employees.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with considerable experience in detention work including supervisory/administrative work or an equivalent combination of experience and training.

SPECIAL REQUIREMENT

Refer to General Statutes of the State of North Carolina for statutory requirements and restrictions pertaining to candidates for this class.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 7/2002