

JAILER CORPORAL

GENERAL STATEMENT OF DUTIES

Performs law enforcement work in the care and security of prisoners on an assigned basis and acts as a lead worker in the county jail.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class provides safe, secure and orderly booking of prisoners in the jail in addition to serving as a lead worker for Jailers assigned to the same shift. Employee is responsible for security of all prisoners in the booking area or area of assignment, completion and maintenance of jail records, and coordinating assignments and training of Jailers. Employee must exercise some independent judgment in performing lead worker duties. Employee is subject to the usual hazards of jail management work. Work is performed under the general supervision of the Jailer Lieutenant and is evaluated through periodic conferences and observation of operations performed.

ILLUSTRATIVE EXAMPLES OF WORK

- Coordinates assignments and training for Jailers I & II assigned to booking area; observes work to ensure adherence to accepted law enforcement practices and procedures for jail operations.
- Oversees the security and activities of inmates; supervises meals and cleaning of facilities.
- Searches inmates before and after transfers from one area in the facility to another.
- Inspects corridors, cells, visiting rooms, classrooms and other areas where inmates are escorted.
- Oversees all operations of Jail booking area on assigned shift.
- Follows Guidelines as listed in Post Orders.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of practices and procedures involved in jail management work.
- Considerable knowledge and ability to comply with the policies and procedures of the County Sheriff's Office.
- Working knowledge of federal, state, and local laws related to the detention of inmates.
- Ability to assist in maintaining an effective program of jail operation according to established principles of jail administration.
- Ability to take prompt and effective action in jail emergencies.
- Ability to supervise other employees.
- Ability to maintain discipline and order in the jail.
- Ability to deal courteously and tactfully with other employees, inmates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school including completion of Basic Law Enforcement School and (one) 1 year experience as Jailer I; or graduation from high school and two (2) years experience in jail operations; or an equivalent combination of education and experience.

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 6/2002