

PUBLIC NOTICE

The Jackson County Human Resource Office is accepting Applications for a **Part-time Jailer/Transport Officer/Matron**

The Jackson County Sheriff's Office is seeking applicants to fill the position of part-time Jailer / Transport Officer / Matron.

Under general supervision, this position ensures the safety, security, and orderly operation of the inmates and daily routines in the Jackson County Detention Center including escorting and transporting inmates as required.

This position will require the selected individual to attend a mandatory 40-hour jail school in Des Moines, Iowa.

Interested applicants must be at least 18 years of age, have a high school diploma, a valid driver's license, be insurable and must **NOT** be opposed to the **USE OF FORCE**. Interested applicants should also have cooking, cleaning, laundry and computer skills.

Starting rate of pay is \$15.19 per hour.

Applications and position description are available at www.jacksoncounty.iowa.gov under job openings or can be picked up from the Human Resource Office in the Jackson County Courthouse or from the Jackson County Sheriff's Office.

Formal application, rating of education and experience, oral interview and reference check will be required.

Application deadline to apply is 4:00 p.m. November 24, 2020

Interested applicants should forward formal application (and resume if available) to:

Becki Chapin, Human Resource Administrator

201 W. Platt Street

Maquoketa, IA 52060

or email to bchapin@co.jackson.ia.us

Jackson County is an Equal Employment Opportunity Employer

**JACKSON COUNTY
JOB DESCRIPTION**

Position: Jailer/Transport Officer/Matron **Reports to:** Jail Administrator

Department: Jail **Revision date:** May 2015

GENERAL SUMMARY

Under supervision of the Jail Administrator, supervises and cares for inmates and maintains security within the county jail.

ESSENTIAL JOB DUTIES

Supervises inmates and maintains security within the jail. Monitors inmate's activities through direct observation and through electronic monitor. Checks doors and windows to ensure they are locked. Inspects or searches cells as needed.

Supervises inmate's activities. Distributes cleaning supplies and provides supervision to inmates as they clean their cells, the bars and toilet facilities. Regulates visitation and exercise privileges according to jail policy.

Provides care to inmates in county jail. Prepares and distributes meals to inmates. Launders towels, bedding and clothing. Dispenses medication based upon doctors' orders. Arranges for the provision of medical care, when necessary.

Processes intake of inmates. Questions incoming inmates, obtaining information on past violent behavior and mental illness. Searches inmates according to jail regulations. Takes photograph and obtain fingerprints. Processes booking information in computer.

Processes release of inmates. Reviews record to ensure all needed information is in the file. Returns possessions to inmate, ensuring individuals have everything he or she came in with. Completes jail-booking folders following release.

Maintains detailed and accurate records and reports. Documents jail activities in daily log, including activities of inmates, medication and care given. Completes necessary forms and reports.

Ability to transport inmates to other correctional facilities, doctor, hospital and dentist appointments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

Knowledge of jail policies and procedures.

Knowledge of the Code of Iowa pertaining to jail standards. Knowledge of the rights of inmates according to state and federal law.

Knowledge of the "Right to Know Law" regarding hazardous chemicals.

Knowledge of OSHA regulations regarding blood-borne pathogens and procedures for preventing the spread of disease.

Skill in operating fingerprinting machine (livescan) and a camera. Ability to take fingerprints and photographs.

Skill in maintaining effective discipline in jail.

Skill in decision making and thinking clearly in an emergency.

Ability to use force, when appropriate and necessary to maintain order and security of jail. Ability to determine when use force is appropriate based upon legislation and jail policy.

Ability to follow instructions, both verbal and written.

Ability to read and write proficiently in English. Ability to read and understand the Policies and Procedures Manual and the jail rule book. Ability to write reports and completes forms.

Ability to effectively communicate in written and oral form.

Ability to perform CPR and first aid.

Ability to operate general office equipment such as computer, Livescan, photocopier and telephone. Ability to operate kitchen and laundry equipment.

Ability to cook and ability to keep entire jail clean at all times. Cleaning of the jail is required of staff.

ENTRY REQUIREMENTS

High School diploma or ability to read and write at the high school level. Must be at least eighteen years of age and be able to successfully pass the department's background investigation and physical requirements. Must possess a valid Iowa driver's license and maintain insurability.

WORK ENVIRONMENT

Works within the jail with movement throughout jail. Work occasionally includes dealing with dangerous individuals and working under hazardous situations.

This position REQUIRES evening, night, weekend and holiday working hours. If transport or matron hours are needed you may receive little or no prior notification prior to call in.

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The County reserves the right to change or reassign job duties, or combine positions at any time.
5. This position has a 6 month probationary period from date of hire.