

JAILER

Definition:

Under general supervision, performs a variety of non-sworn duties involved in the operation of the City's jail and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Books persons in custody and receives and maintains the personal property of same.

Rolls fingerprints and prepares fingerprint cards.

Observes activities of prisoners, transfers prisoners from cells, serves meals and inspects jail facilities for security and maintenance.

Maintains order in the jail and monitors jail activities to ensure compliance with rules, regulations, standards and safety precautions.

Testifies in court, prepares reports and correspondence and maintains a variety of records.

Accepts bail or bonds, assigns dates of appearance and releases eligible persons on criminal citations.

Maintains a daily log of occurrences to include damage to jail property, sick or injured prisoners and maintenance/repair needs.

Responds to public inquiries and other requests for information as required.

Enters booking records of incoming prisoners using a computer and applicable software.

Takes photographs of prisoners, checks identifying numbers and issues/checks in clothing.

Physically performs prisoner control as needed.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Drives a vehicle on City business.

Launders jail blankets.

Class Characteristics:

The Jailer is a multi-incumbent class within the Police Department. Incumbents perform routine custodial and clerical duties related to the processing of persons housed in the jail and work under limited direction/supervision.

Contacts and Relationships:

A Jailer has substantial contact with the public and prisoners and establishes and maintains contact with other Police Department staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Office practices and procedures.

Safety precautions and practices necessary when working with prisoners.

Physical restraint techniques.

Computer programs and word processing as they relate to area assigned.

AND

Ability to:

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Deal with complex, fast paced and volatile jail related situations.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work and gain compliance with those under their custody.

Exercise independent judgment.

Physically control prisoners.

Use a camera and take fingerprints.

Operate a computer to enter data.

Write reports and correspondence and record and transfer data.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

One year of police related or clerical experience to include some public contact work.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a jail/jail office environment. An incumbent uses a computer, sits, stands, walks, climbs stairs rapidly, kneels, crouches, twists, bends and grasps, lifts and carries items weighing 40 pounds or less. An incumbent may drive a vehicle on City business, physically restrain prisoners and in an emergency push, pull, drag and move prisoners and/or others weighing up to 150 pounds. An incumbent may also be exposed to prisoner related health hazards to include blood and other bodily fluids/products, communicable diseases and human borne parasites. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California Driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate Department needs.

Must be able to successfully pass a background investigation.

Must complete the State of California Correction Officers' Core course prior to the end of probationary period.

Fair Labor Standards Act Designation: Non-exempt.

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