

**WEBB COUNTY
JOB DESCRIPTION**

CERTIFIED

TITLE: Jailer
DEPARTMENT: Jail Division
SLOT NUMBER:
REVISION DATE: January 10, 2013

JAN 10 2013
By Webb County
Civil Service Commission

JOB SUMMARY:

Performs moderately complex work involving the care and custody of offenders. Work involves the direct supervision of offenders in their daily assigned duties including the responsibility of preventing escapes and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures. Works under general supervision of a sergeant with moderate latitude for the use of initiative and independent judgment. Perform other duties as assigned.

A probationary jailer work under the supervision of a field training officer.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes a high level of responsibility for the care and custody of assigned offenders thorough knowledge of and adherence to laws, rules, regulations, and standard operating procedures of the Webb County Sheriff's Office.
- Searches for contraband and provides security; counts, feeds, and supervises offenders in housing, work, and other areas accessed by stairs; and maintains security of assigned areas involving long periods of sitting and standing, climbing stairs and ladders to reach assigned areas.
- Provides custody and security of offenders including observing actions of offenders, squatting and bending to conduct "pat" and "strip" searches of offenders, restraining and securing offenders, and transferring and transporting offenders by walking or riding various vehicles such as vans, buses, and other forms of transportation.
- Supervises and provides security of offenders performing technical skills such as maintenance, laundry, food service, and in varied operations which involve climbing stairs and ladders, and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around equipment and machinery; and is subjected to all types of weather.
- Responds to emergencies, including climbing stairs and ladders while searching for escaped offenders, hearing calls for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs and ladders; Uses force and deadly force, including the use of chemical agents and firearms, to control offenders.
- Reads, reviews, and properly applies information found in offender records which is related to the offenders' gang affiliations health and safety and to the security of the facility; complies with policies, procedures, rules, and regulations; and prepares and maintains records, forms, and reports.
- Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder,

grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms.

- Operate equipment (machines, tool, devices) used in performing the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, tear gas canisters and weapons, VCR cameras, various locking systems, and automobiles.

QUALIFICATION STANDARDS:

- Must meet the minimum age requirement of twenty (18) years of age on the date of probationary appointment to the position of Jailer. There is no maximum age limit. Requires graduation from a standard senior high school, vocational school, or the equivalent. Applicants must qualify on written/physical demands tests and are required to successfully complete psychological testing, physical/vision examinations, drug screening, and additional physical demands. Applicants must have a valid driver license and a good driving record. Any conviction or probation for a felony at any time or for a misdemeanor within the past 10 years will disqualify. Criminal history records will be examined and may disqualify. All Deputy-Trainees successfully completing the Basic County Jailers Course, TCLEOSE #1007 or other approved College Correction officer training program will be required to submit to and pass a drug screening test. Exception may be made for applicants possessing exceptional or special skills desired by the Sheriff's Office. These exceptions will be very limited and are approved only by the Sheriff.

SKILLS AND ABILITIES:

- Knowledge of Webb County Sheriff's Office organizational structure, policies, procedures, rules, and regulations preferred.
- Skill to interpret and apply rules, regulations, policies, and procedures.
- Skill in custodial methods, techniques, practices, and procedures.
- Skill in the supervision of offenders.
- Skill to communicate ideas and instructions clearly and concisely.
- Skill to prepare and maintain accurate records, files, and reports.
- Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
- Ability to meet and greet visitors to the jail.
- Knowledge of the rules and requirements of the Texas Commission on Jail Standards.
- Ability to communicate in English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs.
- Must be able to work outdoors as needed.

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.

- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County and Webb County Sheriff's Office Policies.

SUPERVISORY:

- Supervised directly by Sergeant Jail Division.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date