

Yankton County

Job Description

Job Title:	Jailer (Correctional Officer)
Reports To:	Jail Administrator & Sheriff
FLSA Classification:	Non Exempt
Introductory period:	180 days
Self Termination Notice Expectation:	Two Weeks

GENERAL STATEMENT OF DUTIES:

The Jailer is under the direct supervision of the Jail Administrator, Yankton County Sheriff and Chief Deputy and is responsible for the supervision of jail inmates, maintaining security and safety for inmates and jail staff. The general duties include, but are not limited to the following:

- Maintain a variety of records as related to the legal process involving the jail.
- Fingerprint and photograph inmates. Classify, screen, and assign inmates to housing.
- Issue jail clothing, bedding, and hygiene items to inmates. Launder items to maintain health and hygiene.
- Conduct physical checks on inmates for health and sanitation, well-being behaviors to prevent and/or to detect suicides and/or escape risks, as well as assaultive risks. Must be able to recognize and control possible conflicts.
- Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security procedures. Disperse medication to the prisoners as prescribed by a licensed medical authority or within guidelines to ensure safety and security.
- Be responsible for the preparation, serving, and clean up of meals.
- Assist in assigning inmates to work detail by screening, selecting, evaluating and supervising.
- Perform cleaning and minor maintenance duties to ensure health and sanitation, and safety and security issues are in compliance with state and federal regulations.
- Document all incidents and complete needed reports in a detailed, factual, and relative to issue or topic.
- Attend training sessions and meetings as required
- Wear Personal Protective Equipment as deemed necessary
- Perform duties in a manner consistent with safe practices.
- Perform other such duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS

Experience and Education:

- High School diploma or G.E.D. certification.
- Ability to obtain one (1) week basic Jail training Certification within 12 months of hire date.
- No prior felony criminal record.
- Knowledge of procedures of jail facilities, codes, and statutes that apply to detention and legal process.
- Ability to demonstrate good communication skills, written and oral.
- Ability to maintain a professional relationship with the inmates, public and private agencies, general public and other employees.
- Ability to function effectively under stressful conditions.
- Currently possess or ability to obtain First Aid/First Responder and CPR Certification.
- Ability to use good judgment and objective decision making.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- The employee is required to be on a rotating schedule.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to focus.
- Correctional staff must be able to physically restrain and/or move inmates when deemed necessary.

I have read the foregoing job description, general statement of duties, qualifications and physical demands for the job of jailer (Correctional Officer). I do attest that I am qualified for this job and that with proper training, I can and will fulfill the duties and requirements as stated.

Dated: _____

Signed: _____

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.