

JAILER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is responsible police work in the care and supervision of city jail inmates and in the maintenance of jail facilities. Employees of this class are responsible for the security of the jail facility, for the feeding and medical care of the prisoners, and for maintaining forms and records necessary for the admission and release of prisoners. Work is reviewed through reports and staff meetings and is performed under the general supervision of the police lieutenant in charge of the jail.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Maintains prison facilities.

Makes regular inspections of prison facilities and all security precautions.

Admits and releases prisoners.

Completes forms and records necessary for the admission and release of prisoners.

Performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners.

Maintains all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms.

Supervises daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Instructs and supervises prison work details inside jail facility.

Purchases supplies and equipment needed for the jail.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTSMINIMUM QUALIFICATIONS:

AGE: 21 - 41 years (Must not have reached 42nd birthday).

EDUCATION: Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

LICENSE: A valid Louisiana driver's license.

PHYSICAL CONDITION: Vision: 20/70 or better, corrected to 20/20 with normal color vision and depth perception. Height and weight: In proportion. Candidate must pass pre-employment medical examination administered by the city physician and paid for by the police department.

CHARACTER: High moral character, having no prior felony convictions.

EXAMINATIONS:

The examination for jailer will include: (1) A written examination administered by the Louisiana Civil Service Commission, (2) Background investigation, (3) Medical examination by city physician, (4) Psychological Stress Evaluator examination.

APPLICATION PROCEDURE:

An application may be obtained from the chief's office, Monroe Police Department, either by mail or in person.

RESIDENCY REQUIREMENT:

Within 25 mile radius (after employment).

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