

JAILER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Jailers I book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees in positions of this class perform routine tasks in accordance with the regulations of the police department under the supervision of a Jailer II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Admits prisoners to jail and releases prisoners from jail being responsible for inventory of property, initial search and sanitary procedures, and the completion of necessary records and forms.

Makes regular formal inspection of all security facilities and systematic count of prisoners, both formal institutional counts and informal personal counts.

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

Performs routine prison maintenance and handles prison work details.

In booking of prisoners, performs in-house fingerprinting and photographing mug shots. In addition gathers information and completes required forms as provided by the identification division.

Performs related duties as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the filing deadline for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must be not less than 21 years of age at time of appointment.

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