

# JOB DESCRIPTION

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<b>Date Updated</b> 08/08/2023	<b>Position Title</b> Jailer/Dispatcher I	
<b>Department</b> Sheriff's Department	<b>Supervisor</b> Sheriff or his/her designee	<b>EEO</b> 7720
<b>Regular</b> (X)	<b>Full-time</b> (X)	<b>Exempt</b> ( )
<b>Temporary</b> ( )	<b>Part-time</b> ( )	<b>Non-exempt</b> (X)
<b>Number of hours per week</b> As assigned on 28-day schedule.	<b>Work hours</b> Maximum of 160 hours per 28-day work schedule.	<b>Shift</b> As required.

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## Purpose

Dispatch and maintain radio contact with field personnel; record radio transmissions and phone calls; meet and assist persons coming to the Law Enforcement Center for assistance; effectively dispatch required emergency personnel; render emergency medical aid and instructions by telephone and information to dispatched emergency personnel; perform duties relating to booking incoming prisoners and processing outgoing inmates; and provide safe, sanitary environment for persons detained.

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## Essential Functions

1. Record by hour and minute all transmissions and receptions on the radio log and maintain an accurate and current telephone log, listing those calls requiring record, by hour and minute with pertinent data.
  2. Receive all telephone complaints.
  3. Obtain all data and complete offense reports.
  4. Assist with office duties as assigned, providing such duties do not interfere with dispatch duties.
  5. Effectively dispatch required emergency vehicles in the event of an emergency and immediately notify the Sheriff and other supervisor in situations requiring such notification.
  6. Book and supervise prisoners, conduct body searches of prisoners (including unclothed searches), and escort prisoners to cells.
  7. Issue jail material, monitor visitors, conduct periodic cell checks, monitor by sight and sound all inmate/prisoner/officer contacts, and assist officers as needed.
  8. Administer medications under instruction of jail nurse.
  9. Distribute prisoner meals.
  10. Work with other agencies to determine inmate status, bonds, court dates, transportation and releases, courtroom security, and perform a wide variety of related duties.
  11. Governed by rules and regulations of the Sheriff's Department and subject to disciplinary action under the same.
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## Marginal Functions

While some of the essential functions may be done rarely or infrequently by individuals in this role, the nature of the work and the work environment requires that all be able, when called upon, to perform any of the essential functions at any time.

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## Knowledge, Skills, and Abilities Required

1. Knowledge of the fundamentals of human nature and behavior is essential.
2. Communicate effectively in both the written and spoken word (English).
3. Skill in effectively dealing with others in tense and potentially threatening situations.
4. Ability to understand and follow policies and procedures and to effectively function under stress and in emergencies.
5. Able to physically restrain another person if necessary.

6. Able to learn and effectively perform new tasks and skills.
7. Ability to work effectively and cordially with other staff members, inmates, prisoners, other agencies and the public.
8. Proficient with all software used in dispatch and corrections facility.

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**Education and Experience Required**

1. Requires high school diploma, or equivalent.
2. Previous experience interacting with or providing service to the public is required.
3. Successful completion of State Correctional Officer Training, on-the-job training program and probationary work period is required.
4. Successful completion of state mandated 911 Emergency Medical Dispatch (EMD) training.
5. Successful completion of background check process is required.

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**Working Conditions and Physical Demands**

Work is usually performed at the Sheriff's Office/Law Enforcement Center. Frequently required to stand, sit, walk, and climb. May also be required to run short distances, bend, kneel, lift objects of moderately heavy weight, climb ladders and stairs, stretch and reach, be on their feet for long periods of time and physically restrain prisoners. Work is performed as scheduled, day or night, weekends or holidays. Will deal with all manner of people including contagious diseases and loss of control of bodily functions. Will be subjected to rude, vulgar and obscene language, gestures and behavior.

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**Other Assignments**

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments.

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I have reviewed and determined that this job description accurately reflects the position.

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Supervisor/Department Head

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Date

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Chairperson,  
Board of County Commissioners

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Date

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Employee

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Date