

CITY OF ROSENBERG

JOB DESCRIPTION

POSITION TITLE: Civilian Jailer I

POSITION NO: 618

PAY GROUP: G-2

OCCUPATIONAL CATEGORY: Para-Professional

FLSA STATUS: Non-Exempt

JOB SUMMARY: To provide for the care, custody and control of persons arrested within the jurisdiction of the Rosenberg Police Department.

REPORTING RELATIONSHIPS:

Reports to: Patrol Lieutenant

Supervises: Has no supervisory responsibility

ESSENTIAL JOB FUNCTIONS

- Responsible for care, custody and control of prisoners under his/her care.
- Transfers and transports prisoners as needed, including to county jails, or from other area jails.
- Responsible for cleanliness of jail and area surrounding jail.
- Takes prisoners before judge as required.
- Maintains jail record system and other logs necessary for the efficiency of the jail.
- Accurately enters arrest information into computer in the approved format.
- Assists in the booking of the prisoners by handling the appropriate paperwork and forms.
- Maintains departmental property to ensure the security of the jail.
- Inventories prisoner's property and maintains said property.
- Shift work is required for this position.

ADDITIONAL FUNCTIONS OF THE JOB

- Performs other job related functions as assigned or apparent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Knowledge of City laws and ordinances; legal documents regarding prisoners; jail procedures, instructions, memorandums.
- Knowledge of basic math required.

Skills and Abilities:

- Ability to learn jail procedures and rules; is able to control prisoners and provide a healthy environment for them.
- Ability to learn computer routines and procedures.
- Ability to work under stress and handle multiple tasks.
- Ability to remain calm and function effectively when dealing with sometimes hostile prisoners.
- Ability to make decisions in dangerous or emergency situations.
- Ability to determine correct procedures when prisoners are uncooperative, threatening, or potentially violent.
- Ability to maintain order and discipline with a calm demeanor at all times.
- Ability to make judgments and decisions from legal documents as to prisoner status and action to be taken.
- Ability to provide appropriate information to the public and other City divisions and/or departments when handling inquiries and requests for service.
- Ability to establish and maintain effective relationships with superiors, employees and the public.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE QUALIFICATIONS:

- Must possess a high school diploma or GED.
- Must obtain a Basic Jailer Certification within the time frame specified by the Rosenberg Police Department
- No felony convictions
- Valid Texas Driver's license.
- Any combination of education, training, and experience that provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

- Standing/Walking: Short distances required while working the booking desk and when checking prisoner's cells. Also required when transporting prisoners to and from police van.

- Sitting: Most of the shift is spent at the booking desk, either sitting or standing.
- Reaching/Handling/Fine Dexterity: Frequent reaching required at booking and dispatching desks to reach the radios, telephones, and computer. Involved in most aspects of the job when handling prisoners, prisoners' belongings. Required for using the computer and the jail cell keys.
- Vision: Required for driving police van, completing paperwork, using the computer, and checking on prisoners.
- Pushing/Pulling: Required at times to take prisoners out of a cell or to put a prisoner in a cell if he/she is drunk or uncooperative (could be 100 lbs. or more of exertion required); required to open and close cell doors and police van door (frequent exertion of 13 lbs. or more).
- Kneeling/Crouching/Crawling/Bending/Twisting: Required when assisting prisoners in and out of cell bunk at times; when assisting prisoners in and out of police van; some bending and twisting when working at booking and dispatching desk; some kneeling when cleaning jail area.
- Climbing/Balancing: Required when maintaining the cleanliness of the jail and the area surrounding the jail.
- Hearing/Talking: Required for all interactions with prisoners, other agencies or departments and radio communications.
- Foot Controls: Required when transporting prisoners in police van.
- Lifting/Carrying: Required when maintaining the cleanliness of the jail and the area surrounding the jail; also required in the inventory and maintenance of prisoners' property.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Rosenberg and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I, _____, have received a copy of the Job Description of the City of Rosenberg. I acknowledge that I have read the Job Description and am aware of its contents, and further acknowledge that it is my responsibility to adhere to it to the best of my ability.

Printed Name: _____

Signature: _____

Date: _____