

**Todd County
Position Description**

Name:

Department: Todd County Sheriff's Department

Position Title: Jailer/Dispatcher

Pay Grade: 17

FLSA: Non-Exempt

Status: Subject to CBA

Reports to: Jail Administrator and/or Dispatch Supervisor depending on work assignment

Date: August 2010

As a current incumbent, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As supervisor, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As Department head, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

Purpose of Position

The purpose of this position is to provide the Todd County Sheriff's Department with personnel that are equally trained in the functions of E911 Dispatch and Jail. Each position has unique objectives. The Jailer's objective is to provide a secure environment for both inmates and staff and to ensure Department of Corrections regulations concerning the care of inmates are met. The Dispatcher's objective is to receive and distribute for response both routine and emergency calls for service from the public and other agencies.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Other duties may be required as assigned.

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Communicates effectively with the Sheriff, Chief Deputy Sheriff and keeps supervisors apprised of important matters ongoing in the department.
- This position requires regular and timely attendance.
- Any other duties as assigned or apparent.

Jailer Duties:

- Process inmates into the jail, including booking, fingerprinting, photographing and other procedures of admitting an inmate into the jail.
- Ensure the inmate being admitted to the jail is held under a valid charge.
- Inform the Jail Administrator of new inmates and their status.
- Releasing inmates after the completion of sentence, court authorization, or other administrative decision authorized by law.
- Conduct inmate security inspections as governed by policy.
- Inspect inmate mail in accordance with regulations.
- Provide for inmate needs, requests, telephone calls, purchases of canteen items, etc. as provided for in policy.
- Keep cells and areas of access to inmates clear of all objects and materials that could be used to injure the staff or the inmate.
- Conduct unscheduled cell searches for contraband.
- Provide inmates with hot meals and maintain a sanitary food service area.
- Maintain clean and sanitary cellblocks and other areas accessible to inmates.
- Report maintenance concerns to the Jail Administrator.

- Enter records into Enfors/internal computer.

Dispatcher Duties:

- Receive requests for routine law enforcement service from the public and other agencies and departments.
- Assign calls to various county and city law enforcement units, fire departments and ambulance services.
- Receive Emergency 911 calls for service and properly assign and direct the appropriate responding units.
- Properly maintain radio contact with law enforcement and emergency service units that are in service.
- Coordinate the proper responding units to a given incident (backup units, emergency services, etc.).
- Properly obtain information from those requesting services for use by the responding units and entry into the sheriff's department databases (PCENFORS).
- Complete proper computerized entries for "Hot Files", CJIS entries (crimes, arrests, jail information, etc.), warrants, harassment and protection orders, etc.
- Query "Hot Files", CJIS, and PCENFORS systems for requested information from authorized officials.
- Maintain a radio and telephone log of all activities occurring on shift.
- Operate various telecommunications devices (teleterminal, TDD, E911 systems, CJIS terminal, telephones and voice log).
- Maintain security in the Dispatch Center.
- Maintain the cleanliness of the Dispatch Center.

Minimum Training and Experience Required to Perform Essential Job Functions

- This position requires a High School Diploma or equivalent. Excellent verbal and written communication skills, possess computer skills with experience in Windows based software, telecommunications devices, radio communications and have the ability to favorably interact with the public, inmates, fellow employees and supervisors. A Jailer/Dispatcher must be able to function and make important decisions under stressful situations. Must be willing to work flexible hours including evenings, weekends and holidays and available to cover shifts on short notice. Must pass a background check.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Must be able to communicate both orally and in writing with the subordinates, supervisor, other personnel, law enforcement, fire and emergency services related staff, courthouse personnel and inmates. Requires ability to identify issues of 911 callers in various life and death situations, emergency and other high stress level situations and dispatch correct law enforcement and emergency personnel.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as county emergency operations plan, medical emergency manual and related information, technical operating manuals, statutes, manuals, procedures, guidelines and non-routine correspondence.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply principals of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to meet variations in assigned objectives.
- Requires the ability to exercise judgment decisiveness and creativity in situations involving duties that may be subject to change.

Physical Requirements

- Requires the ability to operate maneuver and/or provide continuous use of equipment, machinery and tools such as communications and related equipment, handcuffs, radio, recording systems computer and other office machines used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements requiring moderately high skill.
- Tasks involve the ability to exert light to moderate physical effort in work, typically involving some combinations of stooping, kneeling, crouching and crawling, and lifting carrying, pushing pulling objects and materials of moderate weight, typically in the range of 15 - 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- The duties of this position are performed in both an office and jail setting that has some exposure to some negative factors including confronting abusive and/or threatening inmates and difficult public.

Todd County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.