



No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Job Title/Position: Jail Officer

Shift: Days, Evenings, Nights, Weekends, Holidays

Duties and Responsibilities:

- Maintains various records, including new book-ins, bond-outs/releases, court transports, meal counts, medicine refusals, inmate movements, warrants, visitors, staff, inmate count, and sick calls. Compiles appropriate paperwork and enters data into computer.
- Answers telephones, including directing to appropriate individual or taking messages as needed, obtaining/providing information, and answering various questions.
- Assists the public with inmate visits, deliveries, back ground checks, and people turning themselves in on warrants.
- Performs book in and bond out/release procedures, including completing necessary paperwork and entering data into computer.
- Monitors cameras inside the cell blocks and on the outside of the building for problems or suspicious activity. Maintains accurate count of inmates in the jail.
- Maintains inmates' accounts, including collecting money from the public for inmates and entering information into computer.
- Maintains jail cash drawer, ensuring accurate balances, and cashing checks for released inmates.
- Serves as dispatcher for the jail, notifying officers of emergency situations, and relaying information to officers in the jail.
- Operates jail intercom system to communicate with cell blocks, nurse's office, kitchen, and all jail entrances.
- Performs various clerical duties as assigned, including conducting record checks, creating files, filing property envelopes, maintaining commissary forms and meal sheets, collecting/distributing jail keys and maintaining knife log.
- Responds to emergencies from an off-duty status.
- Performs related duties as assigned.

A. Job Requirements and Standards of Work:

- High school diploma or GED.
- Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

- Working knowledge of Standard English grammar, spelling and pronunciation and ability to complete forms and reports within department deadlines.
- Ability to comply with all employer/ department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to provide public access to or maintain confidentiality of department information/ records according to state requirements.
- Ability to effectively communicate both orally and in writing with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.
- Ability to properly operate various jail equipment, including intercom system, security cameras, door panels, video system, and various alarms.
- Ability to compute, perform arithmetic operations, such as determining charges and balancing cash drawer.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to plan and layout work assignments.
- Ability to regularly work weekends, extended hours, and evenings. Ability to occasionally respond to emergencies from an off-duty status.

B. Responsibility:

Jail Officers perform a variety of standard duties with work priorities determined by a formal schedule and service needs of the public. Jail Officers receive indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in Jail Officer's work are primarily detected or prevented by standard bookkeeping checks, supervisory review, and procedural safeguards. Undetected work errors may result in endangerment to self and others, loss of time to correct error, damage to equipment, loss of money to department, work delays in other departments/agencies, and/or inconvenience to other agencies or the public.

C. Personal Work Relationships:

Jail Officers maintain frequent contact with co-workers, other County departments, law enforcement agencies, Child Welfare, attorneys, and the public for the purpose of exchanging information.

Jail Officers report directly to the Corporal and/or Sergeant.

IV. Physical Effort and Work Environment:

Jail Officers perform duties in a jail/confinement center, involving sitting and walking at will, sitting/standing/walking for long periods, lifting/carrying objects, bending, crouching/kneeling, reaching, keyboarding, close and far vision, speaking clearly, and handling/grasping objects. Incumbent may work with or be exposed to violent/irate individuals and wear protective clothing/equipment, such as gloves.

Jail Officers are regularly required to work weekends, extended hours, and evenings. Jail Officers occasionally respond to emergencies from an off-duty status.

APPLY AT: Kosciusko County Human Resources, 100 West Center Street, Warsaw, IN 46580

Kosciusko County is an Equal Opportunity Employer.