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## JAILER

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### **DEFINITION**

Under direct supervision, operates the City's jail; processes and books prisoners; monitors the condition and status of individuals in custody and completes related paperwork and forms.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Answer inquiries from the public and staff, both in person and over the phone.

Book, photograph, search, fingerprint incoming prisoners and escort them to cell; catalog, prisoners' property; catalog, book and store evidence.

Obtain information from prisoners and complete medical background, tattoo photographs and other forms.

Observe prisoners' physical and mental states, ensuring proper cell placement and/or need for medical or other attention; physically control prisoners as required; prepare and deliver meals.

Check files and data base to locate warrants and obtain criminal history; register arsonists and narcotics offenders and gang members.

Perform alcohol testing by obtaining breath samples on intoximeter.

Provide prisoners with opportunity to make phone calls and arranges for visitors.

Monitor activities and condition of prisoners; inspect cells for cleanliness and safety.

Receive and account for bail money.

Inventory and order supplies.

Provide relief support to dispatchers and other personnel.

Perform related duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public, prisoners and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Respond to questions from the public and staff.

Communicate clearly both orally and in writing.

Work evenings, weekends and holidays.

Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

High School graduation and three (3) years' experience working with the public. College course work in criminal justice or related field highly desirable. Must satisfactorily pass a background investigation.

**LICENSE OR CERTIFICATE**

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

Successful completion of Corrections Officer Training Program within one (1) year of appointment. Certification in operation on Intoximeter within six (6) months of appointment.



**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

