



City of Boaz Alabama

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Boaz - "The City of Possibilities"

JOB OPENING

The City of Boaz has the following job opening for the position of:

Jailer/Dispatcher

Any current qualified City employee who would like to apply for this position should contact Personnel Director Hoyle L. Hayes no later than 4 p.m. on September 25, 2009.

Duties, qualifications, and requirements are attached.

7/28/2009 10:04 AM

**JOB DESCRIPTION
CITY OF BOAZ, ALABAMA**

JOB TITLE: JAILER/DISPATCHER

CODE: 624

JOB DEFINITION

This job is a semi-skilled position performing specialized guard, clerical and custodial work, in the operation and security of the Municipal Jail. Employees in this position assist in the operation of the jail by controlling and performing services for the inmates on an assigned shift/tour of duty. The work is performed under the supervision of the shift Captain/Sergeant. Also included in this work, is the monitoring of the activities of the prisoners and visitors, activities in the jail, booking, releasing, record keeping, prisoner welfare, and security.

ESSENTIAL FUNCTIONS

- < Conduct bed checks and cell searches for contraband and inmate counts.
- < Monitor inmates' actions to determine health and safety; transport ill patients needing medical attention; dispense medication when prescribed.
- < Maintain jail areas and insure windows and doors are secure; monitor fire alarms, smoke detectors and security cameras.
- < Check periodically to insure fire extinguishers and emergency lights are functional.
- < Insure inmates receive three meals a day and take a daily shower.
- < Complete all booking procedures of inmates including arrest reports, fingerprinting, mug shots, and medical screening forms.
- < Receive inmates personal property, properly log in and out; when discharging, check for holds on inmate by other departments.
- < Review medical screening sheets and arrange for necessary medical appointments.
- < Isolate inmates according to offense or those with severe mental and medical problems when necessary. Issue clean bedding. Brief other correction officers of any problems.
- < Allow inmates to make phone calls; control visiting hours; maintain visitation records.
- < Assign trustee work assignments to do routine cleaning, painting, scrubbing empty cells after use; monitor work.
- < Insure that inmates sign for personal property when released; advise inmates of charges and bond amounts.
- < Insure inmates sign bonds when required before release; verify and insures validity of all bonds that are presented and orders to release inmates.
- < Monitor sentences and insure that the time is up on a jail sentence, that the inmate is properly identified, and that the correct inmate is being released.
- < Complete daily reports and perform daily maintenance inspections.
- < Maintain a professional appearance and attitude.
- < Participate in training activities.
- < Perform other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES

- < Working knowledge of jail security, inmate rights, first aid, and departmental policies.
- < Some knowledge of basic math skills to include addition and subtraction, to verify bond amounts, count money, and maintain inmate records.

- < Some knowledge of the procedural laws governing confinement, intake, and release of inmates, and the principles and practices of penal institution management including enforcement of discipline.
- < Ability to deal with possibly mentally disturbed, violent, hostile, and suicidal inmates and generally stressful situations.
- < Ability to file and maintain records.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to read and understand SOP and keep prisoners informed.
- < Ability to use all necessary equipment to maintain security, prevent accidents, and respond in an emergency.
- < Ability to give instructions to prisoners and the public.
- < Ability to type, prepare forms, and make phone call.
- < Ability to obtain certification in AIDS handling, C.P.R., NCIC use, etc.
- < Ability to satisfactorily perform functions of a dispatcher.

QUALIFICATIONS

Any combination of experience and training equivalent to graduation from senior high school. Some experience in police administration is desirable.

NECESSARY SPECIAL REQUIREMENTS

- < At least 21 years of age.
- < Possess a valid Alabama Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.