

SHERIFF'S OFFICE JAILER/DISPATCHER

JOB DESCRIPTION

Position Purpose

A protective service employee who acts under the general supervision of the Jail Administrator and is primarily responsible for dispatching law enforcement officers, fire departments, paramedics and ambulance personnel in response to emergency calls; admits, cares for and discharges prisoners; maintains county jail facilities; and performs related work as required.

Distinguishing Characteristics

The jailer/dispatcher performs a majority of the work independently but in accordance with DOC and County standards and procedures. This position requires excellent judgment and listening skills in interpreting all non-emergency or emergency calls; and excellent skill in the tactful and safe handling of prisoners. **Employees in this position are subject to a criminal history background check, whereby certain convictions may bar them from continued employment.*

Essential Duties

Estimated % Time

Dispatch

40%

- Dispatch deputies, city police, fire departments, paramedics and ambulances in response to emergency and non-emergency calls throughout the County, including cities. The dispatcher interprets/prioritizes all calls and dispatches the appropriate personnel.

- Provides motor vehicle registration information, driver's license status, criminal histories, warrants, etc., to sheriff's deputies, other local law enforcement personnel, court administration, license center personnel and insurance companies. Also provides public service information such as weather/road conditions.

5%

- Prepare Initial Complaint Report (ICR) on any complaints made including auto accidents, dog bites, bad checks, bank alarms, runaway juveniles, individuals taken to detox centers, etc.

5%

- Enter criminal investigation information, warrants etc., into the National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS-State of Minnesota), transmit inter and intra-state messages according to FBI/NCIC regulations.

5%

Jail Duties

- Book prisoners by following established procedures, fingerprint, record statements with video equipment, collect personal possessions, take personal/medical history, assign cell, distribute bedding/personal hygiene supplies; administer medication to prisoners as prescribed by physicians; conduct blood alcohol content tests on persons suspected of alcohol abuse; respond to emergency situations in the jail such as fights, sick prisoners and withdrawal symptoms, determine course of action needed to correct the problem; prepare discharge documents, return personal items and clothing to inmates upon discharge. 35%
- Inform "Person in Charge" or supervisor(s) on jail and prisoner conditions, incidents or activities pertaining to security and well-being of inmates. 5%
- Serve meals to prisoners, launder linen, towels and clothing. 5%

Notice: DOC rules and guidelines require a female jailer within the secure perimeter at all times females are incarcerated. DOC Guidelines further provide that body searches be performed by persons of the same sex.

This description describes the general list of responsibilities and is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position and classification and are intended only as an illustration of the various types of work performed. This position description is subject to change as the needs of the employer and requirements of the position change.

Employment Standards

Required Education and Essential Experience:

- 1 year vocational training in corrections
- 1 year experience performing jail and/or dispatch duties

-OR-

- High School diploma and comparable work experience in corrections, emergency dispatching, law enforcement, and/or other related fields

In addition to strong technical expertise, the person in this position must possess the following knowledge, skills and abilities:

- Demonstrated record of working in a team environment.
- Demonstrated evidence of ability to communicate effectively and calmly in emergency situations; assess and react accordingly in emergency situations; ability to type proficiently while answering E-911 calls
- Strong analytical skills, including a thorough knowledge of enhanced E-911 procedures; computer aided dispatch (CAD) systems; personal computer systems; law enforcement procedures, dispatching language and use of radios and transmitters; geography of the area including knowledge of all area highways/roads, cities and subdivisions and related map information.

- The ability to work independently and effectively with law enforcement personnel, other agencies, staff and the public. Must be detail orientated, good listening skills and able to efficiently and accurately perform dispatcher/jailer duties during emergencies.

Post Employment

- Comprehensive knowledge of Minnesota DOC rules and guidelines
- Ability to gain and maintain CPR/First Aid certification.

Persons with Disabilities

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

- **Must possess the physical strength or ability necessary to control or restrain inmates if the need arises;**
- **Must submit to and pass a tuberculosis test prior to employment.**
- **Adverse working conditions: jail staff are frequently exposed to unclean, ill, obnoxious, intoxicated persons and contagious diseases. There is the continuous potential of physical harm when working with inmates.**

In compliance w/ the Americans with Disabilities Act the following represents the Physical/ Environmental Demands

FUNCTION	N/A	<25%	25% - 49%	50% - 74%	>74%
Office Environment			X		
Sitting			X		
Standing, Walking				X	
Hand Dexterity -Simultaneous/ Repetitive Hand Movements					X
Typing/Data Entry		X			
Close Vision (Near Acuity)			X		
Distance Vision (Far Acuity)	X				
Color Vision (ability to identify and distinguish colors)	X				
Accommodation (ability to adjust the eye to bring an object into sharp focus)			X		
Hearing/Speech					X
Sedentary (Exert up to 10 pounds of force)					X
Light (Exert up to 20 pounds of force)					X
Lifting, carrying or pushing of objects up to twenty-five (25) pounds			X		
Lifting, carrying or pushing of objects up to fifty (50) pounds			X		
Lifting or pushing of objects over fifty (50) pounds			X		
Adverse movements such as overhead, bending, reaching				X	

NOTICE

A County employee in this position may encounter non-public data as defined by Minnesota or federal law in the course of their position. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee shall take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with applicable County policies as well as Minnesota and federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies. A breach of these policies may lead to disciplinary action.

Status:	Non-exempt
Job Category:	Protective Service
Band:	B23
Labor Group:	LELS Local #60