

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

EMPLOYEE JOB DESCRIPTION

SHERIFF'S DEPARTMENT

JOB IDENTIFICATION: CORRECTIONAL OFFICER (PART TIME)

TITLE OF SUPERVISOR: SGT.CORRECTIONAL OFFICER, JAIL ADMINISTRATOR,
CHIEF

NORMAL WORK SCHEDULE: AS SET BY CAPTAIN
FSLA STATUS: NONEXEMPT

JOB SUMMARY:

MAINTAIN SECURITY OF THE JAIL AND INMATE WELFARE

JOB DUTIES:

ESSENTIAL DUTIES:

SECURITY OF INMATES, FACILITY AND REGULAR SCHEDULE OF SECURITY CHECKS
SUPERVISE MEAL TRAYS, DISPENSE MEDICATIONS PER DOCTOR'S ORDERS
MAINTAIN INFORMATION LOG, ANSWER PHONES AND NUMEROUS OTHER DUTIES
DISTRIBUTE INMATE MAIL AND TAKE INMATES OUT FOR RECREATION
PREPARE INMATES FOR COURT, TO PROCESS PRISONERS FOR INCARCERATION AND RELEASE
FINGERPRINTING AND PHOTOGRAPH OF PRISONERS
MAY DRIVE PATROL CAR FOR TRANSPORT OF INMATES
ANY OTHER DUTIES ASSIGNED BY THE SHERIFF OR HIS REPRESENTATIVES

PHYSICAL REQUIREMENTS:

INCLUDES STANDING, SITTING, LIFTING, AND WALKING FOR ESSENTIAL DUTIES

WORKING CONDITIONS:

WORK IS PRIMARILY INDOORS, EXPOSURE TO DISEASES AND CERTAIN HAZARDOUS CHEMICALS USED FOR CLEANING. MAY REQUIRE OVERTIME ABOVE 43 HOURS

QUALIFICATIONS:

EDUCATION REQUIRED:

HIGH SCHOOL DIPLOMA OR EQUIVALENT

EXPERIENCE:

NONE

SPECIAL SKILLS:

40 HOURS INSERVICE TRAINING EACH YEAR
ABILITY TO WORK WELL WITH GENERAL PUBLIC

CONTACT WITH OTHERS:

DAILY CONTACT WITH GENERAL PUBLIC, BONDSMEN, ATTORNEYS, AND OTHER LAW ENFORCEMENT OFFICIALS, AND COURT PERSONNEL

LICENSES AND CERTIFICATES:

TENNESSEE DRIVER'S LICENSE

EMPLOYEE

SHERIFF

FULLER

THIS POSITION REQUIRES a 6-MONTH PROBATIONARY PERIOD