EMPLOYEE JOB DESCRIPTION
SHERIFF’S DEPARTMENT

JOB IDENTIFICATION:  CORRECTIONAL OFFICER (SERGEANT)
TITLE OF SUPERVISOR: JAIL ADMINISTRATOR, LT. CORRECTIONAL OFFICER, SHERIFF AND CHIEF DEPUTY
NORMAL WORK SCHEDULE: AS SET BY CAPTAIN
FLSA 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 CORRECTIONAL OFFICERS ON SAME SHIFT
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:
MUST HAVE COMPLETED 6 MONTHS PROBATIONARY PERIOD AS CORRECTIONAL OFFICER
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 DATE SHERIFF DATE

THIS POSITION REQUIRES a 6-MONTH PROBATIONARY PERIOD