

**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:** TRANSPORT OFFICER (PT)

TITLE OF SUPERVISOR: LT. DEPUTY, CAPTAIN OF PATROL AND SHERIFF

NORMAL WORK SCHEDULE: WHENEVER NEEDED, DAY OR NIGHT

FSLA STATUS: NONEXEMPT

**JOB SUMMARY:**

TRANSPORT INMATES

**JOB DUTIES:**

**ESSENTIAL DUTIES:**

DRIVE PATROL CAR FOR TRANSPORT OF INMATES

TRANSPORT INMATES TO SPECIFIED PLACES

ANY OTHER DUTIES ASSIGNED BY THE SHERIFF OR HIS REPRESENTATIVES

**PHYSICAL REQUIREMENTS:**

INCLUDES DRIVING AND SITTING FOR LONG PERIODS.

**WORKING CONDITIONS:**

WORK IS PRIMARILY IN TRANSPORT VEHICLE

EXPOSURE TO SOME DISEASES.

**QUALIFICATIONS:**

**EDUCATION REQUIRED:**

HIGH SCHOOL DIPLOMA OR EQUIVALENT

**EXPERIENCE:**

SAFE DRIVING

**SPECIAL SKILLS:**

**SAFE DRIVER RECORD.**

ABILITY TO WORK WELL WITH GENERAL PUBLIC

**CONTACT WITH OTHERS:**

CONTACT WITH INMATES FOR LONG PERIODS OF TIME WHILE TRANSPORTING.

**LICENSES AND CERTIFICATES:**

TENNESSEE DRIVER'S LICENSE

EMPLOYEE:

DATE

SHERIFF

DATE

THIS POSITION REQUIRES A 6-MONTH PROBATIONARY PERIOD