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