

POLICE JAILER

Department: Police

Division: Jail

Salary/Pay Rate: \$20.42 - \$22.82 hourly

Job Type: Full Time

FLSA Status: Non-Exempt

Position Summary

Ensure the safe and humane treatment of inmates in the City Jail. Must be able to work all shifts – days, evenings, nights, weekends, and holidays.

Essential Job Functions

1. Books, fingerprints, and photographs inmates in the City Jail.
2. Searches prisoners, including strip searches of same gender.
3. Stores and maintains inmate property and logs evidence when appropriate.
4. Sorts, files, and maintains records and materials related to jail operations.
5. Performs laundry duties which includes lifting and carrying a bucket of laundry detergent weighing approximately 45 lbs. from storage to laundry room and transferring washed material weighing approximately 20 lbs. from washer to dryer.
6. Serves meals to prisoners.
7. Responds to telephone inquiries pertaining to inmate bonds, charges, etc.
8. Assists in maintaining clean jail area which includes pushing/pulling mop bucket to various areas in the jail (force = 20 lbs., frequency = 2/day, distance = 50 ft.).
9. Searches cell areas.
10. Obtains and maintains TCIC/NCIC and CJIS access.
11. Completes and updates sex offender registration as assigned.
12. Performs related duties as assigned.

Skills, Knowledge and Abilities

1. Skills in typing (25 correct words per minute; skills test may be given).
2. Ability to learn basic criminal and traffic laws, code of criminal procedures, fire equipment and procedures, City of Hurst Municipal Code, Hurst Police Department General Orders Manual, and City Personnel Policies and Procedures.
3. Ability to use equipment employed in detention procedure.
4. Ability to understand and follow oral and written instructions.

5. Ability to work and communicate effectively with City employees, the public, and prisoners under highly stressful conditions.
6. Ability to learn the sociological and psychological aspects of human behavior.
7. Ability to control emotions and temperament.
8. Ability to coordinate multiple assignments and tasks.
9. Ability to learn and follow safety procedures.
10. Ability to maintain accurate records and files.
11. Ability to learn and adhere to the City of Hurst Code of Ideals.
12. Ability to testify in legal proceedings.

Additional essential job functions, skills, knowledge, and abilities common to all jailer positions

Physical Demands

Standing/Walking:

Duties: Stands and walks on concrete or tile surfaces about 40% of the day. Distance is normally 50 feet or less at any one time.

Sitting:

Office Duties: Sits in the office for report writing and meetings about 60% of the day in chairs normally at a counter and using a computer terminal.

Carrying:

May routinely carry objects of varying sizes up to 50-feet in distance. Objects may be of different substances or shapes. Some carrying may be under emergency conditions.

Lifting:

May routinely lift objects as part of regular duties (i.e., pepper spray, prisoner property, and supplies). Lifting does not normally require anything over shoulder height. May include lifting/dragging persons in custody, unconscious, et cetera. Weights may range up to 200 pounds, but routinely weigh 10-40 pounds.

Pushing/Pulling:

May be required to pull weights up to 200 pounds under emergency conditions. Routinely may push/pull objects weighing 10 to 40 pounds.

Bending:

Move from the waist to pick up or lay down an object. May be down on knees for short time periods, as duties require.

Reaching:

Office Duties: Some reaching required while changing into uniform, reaching for office supplies across a table. Reaching is not normally required for distances over three feet.

Twisting:

Duties: Twisting is required sitting at a table or desk as officer reaches for the phone or paper. Twisting in this environment is 45% to one side or the other.

Climbing – Height:

Office Duties: Minimal exposure to this activity.

Running:

Running may be required for short distances to escape from an incident scene.

Hearing:

Must have hearing sufficient (unaided or aided) to perform essential hearing tasks without posing a direct threat to officer or others. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech from ambient background noise, such other prisoners, et cetera; being able to determine from which direction speech or noise (i.e. cries for help, audible alarms, et cetera) is coming from. If amplification devices are used, they must be of the type that prevents further hearing loss but also allows the officer to perform essential hearing tasks.

Vision:

Must have vision sufficient (unaided or aided) to perform essential sight tasks without posing a direct threat to officer or others. "Vision" includes color discrimination, peripheral vision, depth perception, and either uncorrected or corrected visual acuity in both eyes.

Voice:

Must have voice sufficient (unaided or aided) to perform essential speaking tasks without posing a direct threat to officer or others. Essential voice tasks include, but are not limited to: use of voice commands to project control and direct action, talking with persons attempting suicide to get them to stop, and talk to be heard above audible alarms, confusion, and various ambient background noises.

Hazards:

Subject to assault, combative or resistive persons in booking situations, disturbances or other emergency calls. May have deadly/dangerous weapons used against officer. May be required to break up fights between two or more persons.

Office Duties: Normal office environment.

Equipment/Tools:

Operates motor vehicle under regular conditions, including two-way radio. Uses hand tools to maintain custody of prisoners, including pepper spray.

Office Duties: Normal office tools/equipment (i.e. copier, fax machine, computer terminal, phone, and small desk tools).

Products/Materials:

Any material that a prisoner might hold.

Office Duties: Paper, glue, copier toner, and other common office products.

Additional Demands:

Subject to varying levels of stress in accordance with type of assignment. Prisoner booking, interviewing, and management. Includes defensive posture, physical and mental state necessary to maintain control of prisoner population and react in a life-saving manner.

Minimum Education, Certification, and Experience Requirements

High school diploma or equivalent required. Valid State of Texas driver's license with good driving record.

Applications accepted until the position is filled.

City of Hurst is an Equal Opportunity Employer.