

Scurry County Jailer Job Description

The Scurry County Jailer performs specialized law enforcement work in the care and security of inmates to ensure their constitutional rights and welfare are safeguarded in the County Jail. Work involves admitting and booking inmates, supervising trustees, ensuring security of inmates and Jail, performing commissary duties, receiving and maintaining an inventory of inmate and supplies, performing control operations, performing inmate classification duties, and preparing and transporting inmates. Additional responsibilities may include monitoring cameras, monitoring emergency systems, performing various life and fire safety activities, performing telephone and radio communications and performing duties as a member of the Extraction Team. Specific duties and responsibilities may vary according to areas of assignment. Employee must exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail work.

Specific Duties and Responsibilities

Essential Duties:

- Admits prisoners to the County Jail; ensures that inmates are properly booked and searched, and that inmates are allowed calls to attorneys and relatives; calls bondsman if necessary; and advises prisoners of all jail rules and regulations
- Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports
- Patrols entire jail area to prevent escapes and maintain order; monitors cameras showing interior and exterior perimeter(s); video-tapes incoming inmates; and monitors emergency systems
- Supervises inmate trustees performing various duties such as serving meals to inmates, loading and unloading materials at the sally port, cleaning jail cells, performing laundry detail, and performing kitchen detail
- Issues linen, clothing, toilet supplies; supervises shower and inventory of supplies; oversees cafeteria area
- Distributes mail to prisoners; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates
- Inspects the cleaning of jail to meet requirements of the state and the Sheriff
- Prepares and transports inmates to and from court, visitations or medical appointments, etc; escorts work release inmates to and from cell blocks, searches inmates upon return to Jail
- Performs various life safety functions which require training in fire safety and suppression
- Answers telephone and assists the public with questions concerning inmate status
- Assists visitors, inspects items brought to jail for inmates
- Receives, secures, logs, and receipts inmates' property, properly storing and returning appropriate items upon release
- Selects, reviews, and monitors housing assignments of inmates according to proper classification mandated by Texas Criminal Justice Standards using custody assessment system; reviews and updates inmate custody status in reference to bond amount changes, charges added and dismissed; and completes daily population counts
- Sorts incoming inmate mail; opens and searches mail for money or contraband; logs and receipts money and property not given to inmates; and delivers mail to designated areas within the jail
- Mails packages for inmates
- Regular and punctual attendance is required

Nonessential Duties

- Performs other related work as required

I understand that the Scurry County Sheriff's Office is a 24 hour operation and although I will be assigned to a shift and specific hours to work, my schedule to work is subject to change at any time with little or no advance notice.

-