

Buchanan County Sheriff Department

**POSTING DATE: May 3, 2019**

**Correctional Officer (Jailer)**

**DEPARTMENT:** Sheriff

**DUTIES:** Under direct supervision, provides security and supervision of inmates; processes incarceration or release of inmates; processes bail bonds and fines; and performs related work and activities as required/assigned.

**QUALIFICATIONS:** High school diploma or GED. In addition, the following selection requirements apply:

- Must be 18 years of age or older.
- Successful completion of a psychological examination;
- Successful completion of a urinalysis test for drugs;
- Successful completion of a medical examination and be free of contagious disease.
- Be of good moral character as determined by a thorough background investigation; including a fingerprint search.

**STATUS:** Non-Exempt – Union-Chauffeurs, Teamsters & Helpers Local 238

**Hourly Wage:** Based on Union Scale.

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**Applications and job description can be obtained through the Buchanan County Sheriff's Office at 210 5<sup>th</sup> Ave NE., Independence, Iowa or downloaded off the County's website at [www.buchanancountyiowa.org](http://www.buchanancountyiowa.org). Completed application and signed job description will be accepted at the Sheriff's Office through May 31, 2019 until 4:30 p.m.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

## BUCHANAN COUNTY

**Position:** Correctional Officer (Jailer)

**Supervises:** None

**Department:** Sheriff

**Gives work direction to:** None

**FLSA Status:** Non-Exempt  
Union-Chauffeurs, Teamsters & Helpers Local 238

**Reports to:** Jail Administrator, Sheriff, and Captain

**Revision date:** July 13, 2016

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### POSITION SUMMARY

The Correctional Officer position is a command staff position appointed by the Sheriff and reporting to the Jail Administrator. Under direct supervision, provides security and supervision of inmates; processes incarceration or release of inmates; processes bail bonds and fines, and performs related work duties and activities as required/assigned.

### ESSENTIAL JOB DUTIES

- Receives prisoner which includes establishing a legal determination of incarceration, determining proper identification, provide safekeeping over the inmate's personal belongings, safeguard against vermin, disease, and contraband.
- Manage and monitor the overall security of the facility by maintaining custody of individuals legally committed until their release by due process of the law.
- Provide for safekeeping and control of firearms to prohibit their entrance and existence in the facility.
- Maintain a high level of leadership for the overall supervision of inmates as you will be interacting with inmates on a regular, daily basis.
- Maintain order in the housing units to prevent against escapes, disruptions, disorderly conduct and/or rule infractions.
- Provide for a cleanly and safe environment and habitat for inmates. Manage and monitor supervision of housekeeping.
- Provide for the overall supervision of juvenile and women prisoners in segregating them from male prisoners. Providing security to ensure there is no communication among the juvenile, women and male inmates.
- Plan and supervise meal preparations. Meals will be served under the direct supervision of the correctional staff.
- Correctional officer will need to be alert to medical problems and make arrangements for prompt treatment of prisoners requiring medical attention.
- Supervise the dispensing of prescription medication to inmates as prescribed by law.
- Provide for transportation of inmates to appointments including but not limited to medical appointments, court hearings, and committals.
- Perform procedures to release inmates by authorizing and ensuring the release of the proper inmate, their personal belongings, and completing the necessary paperwork and obtaining necessary signatures when needed and forwarding the paperwork to the Records Clerk.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines.
- Must pass a thorough fingerprint search conducted of local, state and national files, and have not been convicted of a felony or a crime involving moral turpitude.

### INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Jail Administrator, Sheriff, or Captain.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)**

- Ability to use logical thinking to solve problems and reach conclusions, to use good sound judgment and exercise extensive independent judgment.
- Ability to maintain composure while working under pressure and adapt quickly to change, to plan, organize and prioritize tasks with numerous interruptions.
- Ability to read, write and relay clear, concise, and accurate information. Ability to effectively express ideas orally and in writing, and to receive and follow directions with proficiency and accuracy.
- Ability to work in either a team environment or individually. Ability to interact with a wide variety of diverse individuals.
- Ability to use prescribed powers, authority and responsibilities of the office; relevant to federal and state statutes.
- Ability to utilize legal and moral judgment in exercising this authority and backing up that judgment with a long term commitment to just resolutions.
- Knowledge of modern law enforcement practices, techniques and methods.
- Ability to analyze situations quickly and objectively and to determine proper course of action in emergency situations.
- Ability to develop and maintain effective working relationships with employees, the public and other agencies as necessitated by work requirements, to provide guidance and motivational support to subordinates in achieving objectives.
- Skill in the use and care of firearms and other defensive weapons and tactics, and to maintain self-control.
- Ability to operate audio and visual surveillance equipment, and a computer.
- Knowledge of lifesaving and first aid methods and techniques.
- Knowledge of meal planning and food preparation.
- Knowledge in identifying behavioral characteristics and the ability to determine corrective measures to prevent against misconduct, disorder and disruption.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening conditions.

**ENTRY REQUIREMENTS (Minimum)**

**Education/Training:** High school diploma or GED;

In addition, the following selection requirements apply:

- Successful completion of a psychological examination;
- Successful completion of a urinalysis test for drugs;
- Completion of an in-person interview with institution staff.
- Successfully complete a medical examination to certify ability to physically perform the essential functions of an entry level Correctional Officer and be free of contagious disease.
- Must be 18 years of age or older;
- Be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude;
- Not by any reason of conscience or belief opposed to the use of force, when appropriate or necessary to fulfill the person's duties.

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license. Certified in CPR or receive certification within six (6) months of hire. Successful completion of all new-employee training during the six (6) month probationary period, and within a year must pass a State Certified forty (40)-hour correctional training program.

**Required post-offer physical examinations:** Successfully pass physical fitness tests; Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer; Undergo psychological testing; Undergo cognitive (Basic Skills) testing.

**Required drug testing:** Not be addicted to drugs or alcohol. Drug testing shall be required as allowed by state law.

**Residency requirement:** Be a U.S. Citizen and a resident of Iowa or intend to become a resident upon being employed.

**Other testing required:** Have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer); annual hearing exams.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is continuously required to walk; run; sit; stand; turn, twist or bend body; use hand to finger manual dexterity, handle or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must frequently push/pull or lift up to fifty (50) pounds.
- *Specific vision:* abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus. Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the Occupational demands of law enforcement.
- *Work Environment:* While performing the duties of this job, the employee is occasionally exposed to many unpleasant tasks and responsibilities. Environments can vary, but mainly work is performed inside. There is moderate exposure to contagious disease, potential violence, or adversarial situations on the part of the inmate/visitor. The noise level in the work environment is usually moderate to high. Exposure to hazardous work environments includes high, precarious places; explosive atmospheres; exposure to fumes, airborne particles and toxic and caustic chemicals. Some job duties require the individual to be in contact with agitated and mentally disturbed individuals that may try to cause harm to themselves or others.

**HOURS OF WORK**

The normal workweek shall consist of forty-two and one-half (42 ½) hours per week. Shifts will be selected according to the procedures set forth by the Sheriff and as outlined in the union agreement. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
  4. The Sheriff reserves the right to change or reassign job duties or combine positions at any time.
  5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head signature

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Employee Signature

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Date

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Date