

# MOWER COUNTY CLASS SPECIFICATION

## CLASS TITLE: Detention Deputy

<b>BAND:</b>	<b>GRADE:</b> 7	<b>SUBGRADE:</b>
<b>DEPARTMENT:</b> Sheriff's	<b>ACCOUNTABLE TO:</b> Jail Sergeant	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for supervising inmates in the jail and ensuring the safety and well-being of the inmate population and other jail staff. Duties include: conducting the booking in and release of inmates into and out of the jail; ensuring the well being of inmates; maintaining order and safety in the jail; performing clerical duties; performing basic maintenance of the jail.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This classification represents a stand-alone classification. This is a journey level classification in that incumbents are expected to perform the full range of duties and responsibilities associated with the classification.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Monitors and supervises the activities of inmates and the security of the jail. Perform checks every half hour and observe for physical or mental changes in inmates. Continually monitor inmates both visual and auditory.	Daily 40%
2.	Conducts cell searches for contraband. Searches all persons entering the jail for contraband, as appropriate.	Daily 5%
3.	Conducts the booking in and release of inmates. Fingerprints and takes picture of inmate; obtains and records accurate medical histories. Assesses inmate and nature of crime to determine the appropriate classification/segregation. Releases inmates in according with rules and jail regulations/procedures. Creates and updates all inmate files and records.	Daily 20%

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4.	Administers prescription and non-prescription medication to inmates. Records the delivery of all medications to inmates. Determines when and if inmates need further medical attention.	Daily 5%
5.	Assists in the delivery and collection of all meals and snacks. Assists in the set up and collection of trays and utensils and accounts for all items.	Daily 15%
6.	Supervise the transport or movement of inmates within the jail.	Daily 10%
7.	Maintain and updates inmate money envelopes and inmate accounts.	Daily 5%
8.	Performs other duties of a similar nature or level.	As Required

**Knowledge** (position requirements at entry):

Knowledge of:

- Jail rules and regulations and guidelines pertaining to the supervision and safety of inmates after period on on-the-job training
- Basic grammar and English
- First aid and CPR after hiring
- General office and safety equipment

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### **Skills** (position requirements at entry):

Demonstrates skills in the following areas after a period of on-the-job training:

- Using computers for file maintenance and record keeping;
- Self defense
- Using equipment such as typewriters, copiers, cameras, video equipment, calculators, radios, washing machines, dryers, and telephones;
- Conduct of booking in and release procedures and rules;
- Performing safety checks and first aid;
- Ensuring security of inmates and staff;
- Record keeping;
- Preparing and writing reports;
- Overseeing the delivery of various services;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Degree (G.E.D.) and one year of general work experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

### **Licensing Requirements** (position requirements at entry):

- None to gain entry into the job.

### **Physical Requirements:**

Positions in this class typically require: standing, kneeling, reaching, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noise, contagious diseases and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Classification History:**

Draft prepared by Fox Lawson and Associates LLC

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