

**JAILER**  
**COLUMBIA COUNTY SHERIFF'S DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary**

This position is in the County Jail Classification under the general supervision of the Columbia County Sheriff and/or Jail Administrator. Guard and supervises inmates in the jail.

**II. Essential Duties and Responsibilities**

1. Books, fingerprints, photographs and searches inmates.
2. Provides aid to prisoners including meals and medical aid
3. Supervises activities of inmates including assignment
4. Makes out bail bonds
5. Assists public with inquiries as appropriate
6. Maintains accurate records and prepares reports
7. Responsible for the filling and distribution of inmate canteen requests and validating their ability to pay
8. Responsible for the receiving dock and sanitary disposal area and all other assignments required to assist in control, maintenance and supervision of inmates including medical and food processing.
9. Establishes and maintains a continuing relationship with all inmates and makes reports regarding the attitude and behavior of inmates
10. Detects potentially dangerous behavior and averts injury or death of inmates
11. Inspects and searches inmates and their living quarters for contraband and any unauthorized or otherwise dangerous materials
12. Issues uniforms, bedding and other supplies
13. Maintains discipline and enforces the rules and regulations
14. Insures that inmates do not escape or violate any laws
15. May use reasonable force to quell disturbances and maintain discipline and order
16. Performs related duties as may be required or assigned
17. Provides continuous, around-the-clock, communication between shifts
18. Insures that inmate status is current
19. May be called as a court witness to provide testimony relative to illegal inmate activity within the jail facilities

**III. Knowledge, Skills, Licensure and Experience Required**

1. High School diploma or equivalent
2. Associate of Arts Degree in Criminal Science/Law Enforcement desirable
3. One (1) year related work experience desirable
4. Excellent moral character
5. Valid Wisconsin Driver's license
6. Expected to maintain automobile liability insurance
7. Must be bondable
8. Drug test required
9. Required to maintain complete official departmental uniform for duty as directed
10. Considerable knowledge of Wisconsin Statutes relating to the care and commitment of prisoners
11. Ability to handle and control prisoners
12. Ability to work under stress or pressure
13. Ability to obtain and maintain certification from the Wisconsin State Law Enforcement Standards Board (LESB)
14. Ability to obtain and maintain CPR/AED certification
15. Understanding of radio/telephone communications
16. General knowledge of law enforcement

17. Materials and equipment used:

General office equipment	Motorized vehicle	Teletype	Police Communications
Handcuffs	Camera	Baton	Intoxilyzer
Medical equipment	Fire extinguisher	Flashlight	
SCBA (self-contained breathing apparatus)			

**IV. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual Acuity
3. Able to hear normal conversation
4. Able to communicate orally in a clear manner
5. Good manual dexterity of hand and fingers
6. Able to lift/carry/push/pull at least 100 pounds

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.