

4/13/2016

NOTICE OF OPEN POSITION

DEPARTMENT: Madison County Jail
POSITION: Civilian Jail Officer
STATUS: Part-Time **FLSA STATUS:** Non-exempt
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

JOB DESCRIPTION: Incumbent serves as Civilian Jail Officer for the Madison County Sheriff's department and is responsible for maintaining security and order in the jail facility. Monitors intercom – radio terminals and operates electronic keyboards that control Detainees' activities in cell blocks, including locking doors, turning off lights, television, and showers. Types and logs all activities occurring on designated floor by Officers, Detainees, and Trustys. Maintains and updates official logs and records including behavior and book-in cards. Distributes request forms, grievance forms and razor request slips to Detainees as needed. Opens cell blocks to allow Detainees to move to designated areas for Commissary purchases, Visitations, Court proceedings, Releases, Attorney visits or Ministerial visit. Assists other Officers with settling verbal and physical disputes among inmates. Operates Commissary and checks Detainees for proper sanitary clothing and towels. Supervises Trustys and oversees duties performed according to Jail Rules and Security Regulations. Periodically assist in administering emergency first-aid measures. Performs related duties as assigned.

JOB REQUIREMENTS: 18 years of age or older with, knowledge of prescribed jail procedures and routines; ability to perform standardized tasks in maintaining security and order in County jail Facility. Practical knowledge of area law Enforcement demands, and ability to take authoritative actions when situations demand. Knowledge of and ability to use all assigned department equipment and weapons. Ability to legally operate non-emergency department vehicles. Ability to appropriately receive, maintain and account for articles received in evidence. Ability to maintain accurate records and logs. Ability to effectively communicate with the public, other officials, and agencies. Ability to type and operate keyboard control board and standard office equipment including copier, calculator and telephone.

WORK SCHEDULE: Applicants must be able to work varied shifts-evening, overnight and weekend shifts available.

EDUCATIONAL REQUIREMENTS: High School Diploma or equivalent

Applications are available at the Sheriff's Department, Tuesday–Friday 8:00am to 4:00pm, or online at:
<http://www.sheriffmadisoncounty.com>

Interested applicants should submit a completed application and resume to the Sheriff's Department at:

Madison County Sheriff's Department
720 Central Ave.
Anderson, IN 46017

Madison County is an equal opportunity employer