



## JOB DESCRIPTION

**Screen  
Management Right**

**Job Title:** Dispatcher/Jailer

**Department:** Sheriff

**Classification:** 9

**Unit:** LELS Local No. 402 (Non-Licensed)

**FLSA Status:** Non-exempt

**Reports to:** Dispatcher: Communication's Supervisor

Chief Deputy Sheriff, County Sheriff

Jailer: Jail Sergeant

Assistant Jail Supervisor, Chief Deputy Sheriff, County Sheriff

**Position Description:** Provide dual responsibilities of Dispatcher/Jailer. Dispatcher operates computerized telephone system receiving calls for emergency services and general assistance. Receives and broadcasts messages, instructions and information to emergency response personnel over a computerized radio system. Jailer maintains security and ensures safety of inmates and staff in the jail; observes and monitors inmate behavior; receives, searches, processes, disciplines and releases or secures inmates.

**Supervisor's Job Title:**

Direct –

Dispatcher: Communications Supervisor

Jailer: Jail Sergeant

Indirect –

Dispatcher: Chief Deputy Sheriff, County Sheriff

Jailer: Assistant Jail Administrator, Jail Administrator, Chief Deputy Sheriff, County Sheriff

**Qualifications:**

- High school graduate or equivalent
- 2 years post-secondary education or work experience or equivalent combination (equate to 2 years)
- Successfully pass a comprehensive pre-employment background check, contingent upon a job offer

**Knowledge, Skills & Abilities:**

**Knowledge:**

- Microsoft Office suite (Word, Excel, Outlook) and computer systems relevant to the work performed
- County and departmental policies, procedures and practices
- Federal, state and local laws, rules and regulations relevant to the work performed



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- County roads and highways
- Basic life saving techniques

**Skills:**

- Time management
- English grammar, punctuation and vocabulary
- Customer service
- Effective communication, both orally and written
- Learn and apply self-defense techniques
- Judgment and discretion in dealing with inmates appropriately

**Abilities:**

- Attend trainings/meetings/make office deliveries, on an as needed basis, via a reliable means of transportation
- Follow established procedures and directives from supervisors
- Prioritize and multi-task to meet deadlines and maintain workflow
- Maintain confidentiality and data privacy; safe working environment
- Establish and maintain effective working relationships
- Make decisions in response to emergency situations
- Perform tasks simultaneously; function under stressful situations; deal with hostile or difficult inmates

**Preferred Qualifications:**

- 2 years post-secondary education in criminal justice or related field
- Relevant work experience

<b><u>ESSENTIAL DUTIES OF THE POSITION:</u></b> (These duties are a representative sample; position assignments may vary.)	<b><u>FREQUENCY:</u></b>
<p><b>Dispatcher assignment</b></p> <ul style="list-style-type: none"> <li>• Answer emergency 911 calls and dispatch appropriate emergency services (Sheriff's office, police, ambulance, fire, DNR, State Patrol).</li> <li>• Operate radios to coordinate communications between officers and other departments, agencies.</li> <li>• Maintain accurate computer aided dispatching records.</li> <li>• Initiate required reports, general typing and computer database queries.</li> <li>• Answer administrative calls for the department.</li> </ul>	100%
<p><b>Jailer assignment</b></p> <ul style="list-style-type: none"> <li>• Oversee, observe, move, process (intake/release) and search inmates in accordance with established policies, regulations and procedures.</li> </ul>	100%



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<ul style="list-style-type: none"><li>• Responsible for providing a clean, safe and secure environment for inmates and staff.</li><li>• Attend trainings as required.</li></ul>	
Regular attendance on the job.	
Perform other duties as assigned.	

### **PHYSICAL REQUIREMENTS:**

Dispatcher assignment - Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Jailer assignment: Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

### **CLASSIFICATION HISTORY:**

Position prepared by Hubbard County  
Date last Reviewed: (01/2023)