

CITY OF COVINA

JAILER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, books and processes arrestees; provides security and care for persons in custody; prepares prisoners for court; coordinates visitations and responds to the public's questions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Jailer** is the journey level class responsible for maintaining jail operations and records in an effective and efficient manner. Incumbents are responsible for the well-being of persons in custody, and the nature of the duties require rotating shift, weekend and holiday work. This classification is distinguished from the next higher classification of Police Officer in that the latter performs more complex and technical field and law enforcement duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the assigned Watch Commander. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Books and processes arrestees; types booking records of incoming prisoners; photographs and fingerprints prisoners; receives, records and maintains control of arrestee's personal property as required; supervises and maintains the care and security of persons in custody; readies prisoners for court appearances; cites and releases prisoners; releases prisoner's property.
- Maintains jail operations, facilities and records in an efficient and effective manner; coordinates visitations and responds to the visitors questions and concerns; applies federal, state and local laws related to the care and custody of prisoners; ensures adherence to safe work methods, procedures and practices.
- Processes moving citations; fingerprints employees and the general public; responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, and acute hearing. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement duties. The need to lift 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Jailer**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent, and be 18 years of age by the time of appointment.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California drivers license. Incumbents must have completed the California Department of Corrections training course within one year of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices and procedures of supervising the care and custody of prisoners; methods and techniques of fingerprinting; standard office and jail procedures and equipment; methods of providing services and information to the public and visitors; automated law enforcement information systems and procedures; basic billing and collection procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to the care and custody of prisoners and the laws of arrest; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a variety of concurrent tasks in an effective and efficient manner; act quickly and calmly in emergency situations; maintain order and discipline within the jail; read, interpret and record data accurately; work independently and as part of a team; work flexible hours, including holidays, weekends and rotating shifts; organize and prioritize work assignments; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-

up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate office equipment, including a computer and applicable software; safely and effectively operate a variety of equipment used in the maintenance and operation of a jail.