

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2011-118**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, to approve the following changes within the Hardin County Detention Center:

1. The approval of the new job description for Deputy Jailer-Information Technology

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 13 September 2011.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Kenneth L. Tabb  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer – Information Technology**

*September 13, 2011*

**Detention Center**

**Pay Grade 14**

**Job Summary**

The purpose of the Deputy Jailer – Information Technology position is to supervise the operation of the Hardin County Detention Center in coordination with the Jailer and Deputies of higher rank. This position includes continuous contact with prisoners in all activities. Deputy – Jailer Information Technology works under the direct supervision of the Hardin County Jailer to assist in the planning and implementation of technology at the Hardin County Detention Center.

**Major Essential Duties**

- Supervise shifts, schedule shifts, review incident reports, control disturbances
- Transports Prisoners
- Performs Cell Checks and inmate searches
- Arrests and charges those who promote contraband, attempt escape, escape, assaults another person, or any violation of State Law in or around the detention facility.
- Performs duties under hazardous and strenuous conditions.
- Perform investigations, stake-outs, review of video and phone records, and investigations involving hazardous contraband entering the facility.
- Ensures the proper operations of computer systems associated with the Hardin County Detention Center.
- Designs information systems to provide management or clients with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities..
- Install and maintain closed circuit camera system within the facility. This includes but not limited to IP video H.264, and coaxial systems.

**Minor Essential Duties**

Includes attending, participating, and facilitating communication on behalf of Hardin County Detention Center at meetings involving Detention Center matters.

- Ability to carry out and interpret the policies and procedures of the Hardin County Detention Center and the Jailer.
- Performs duties assigned by the Jailer
- Must have advanced computer and video system knowledge
- Ability to work basic office equipment

**Supervisory Responsibility**

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the direction of the Hardin County Jailer:

- Supervise classification shifts

## **Relationships**

The Deputy Jailer – Information Technology performs duties associated with the Detention Center Facility under the supervision of the Jailer or a designated representative.

## **Qualifications**

### ***Education and/or Experience***

- High school degree supplemented by six years of technology experience of related technical or vocational training will substitute for required experience on a year-for-year basis, up to a maximum of four years.

### ***Language Skills***

- Ability to communicate effectively in English – oral and written forms
- Ability to read, understand, and write in English
- Ability to follow oral and written instructions

### ***Mathematical Skills***

- Ability to add, subtract, and divide all units of measure, using whole numbers, common fractions and decimals.

### ***Reasoning Ability***

- Ability to solve problems
- Ability to define problems, collect data, establish facts, and draw a valid conclusion.

### ***Certificates, Licenses, Registrations***

- Must possess a valid Kentucky Driver's License
- Must complete and maintain 16 hours of training yearly provided by the Department of Corrections and twenty-four (24) hours of in-house training
- Must be a Sworn Officer
- Must pass physical and drug test
- Must be able to qualify with a firearm
- Must have a minimum of 3 years experience.

### ***Other Knowledge and/or Skills***

- Demonstrates leadership qualities such as adaptability, flexibility, dependability, punctuality, and accountability through quick, effective response to change.
- Ability to maintain effective working relationships with subordinates and other employees

### ***Pre-Employment Requirements***

- Must submit to and pass a thorough background investigation. This investigation may include inquiry as to credit history, morality, criminal records, medical records, and character of the applicant.
- Must not have any felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)

- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram.

**Physical Requirements**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties, the Deputy Jailer – Information Technology could reasonably be expected to:

<u>Regularly (over 2/3 of a regular work day)</u>	<u>occasionally (under 1/2 of regular work day)</u>
Stand or walk	Operate a vehicle
Talk or hear	Lift and/or move over 50 pounds
Lift and/or move up to 50 pounds	
Reach with hands and arms	
Prisoner Contact	

Vision requirements include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus within the requirements of a driver's license.

**Work Environment**

Primarily works in/around inmates on a daily basis

**Comments**

Displaying positive communication, objectivity, willingness to solve problems and a Commitment to serve the County's best interests is expected. Must be neat in appearance, and personal integrity with no felony convictions.

Date Approved: \_\_\_\_\_

*9-13-11*



Harry L. Berry  
Hardin County Judge/Executive