

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2013-043**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the following job description within the Detention Center:

1. Deputy Jailer Information Tech./ Director
2. Deputy Jailer Information Technology Level 1
3. Deputy Jailer/Field Training Officer
4. Deputy Jailer/Shift Leader
5. Deputy Jailer-Corporal/Field Training Officer
6. Deputy Jailer-Corporal/Shift Leader

**BE IT FURTHER RESOLVED**, to approve the following job descriptions for submittal for Hazardous Retirement.

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 26 March 2013.

  
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Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Kenneth L. Tabb  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer Information Tech. / Director**

*March 26, 2013*

**Detention Center**

**Pay Grade 14**

**Job Summary**

The purpose of the Deputy Jailer – Information Technology / (Director) 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 / Director 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.
- Performs 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 with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities..
- Installs and maintains 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:

### **Relationships**

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

### **Qualifications**

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

- Graduate of a college or university with a bachelor's degree in technology information or related field.
- Graduate of a college or university with an associate degree in information technology.
- High school degree or equivalent supplemented by six years of technology experience of related technical or vocational training.

#### ***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 / Director 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: March 26, 2013



Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer Information Technology Level 1 Detention Center  
March 26, 2013 Pay Grade 8**

**Job Summary**

The purpose of the Deputy Jailer – Information Technology Level I 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 Level I 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**

- 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.
- Performs 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 with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities..
- Installs and maintains 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:

### **Relationships**

The Deputy Jailer – Information Technology Level 1 performs duties associated with the Detention Center Facility under the supervision of the Jailer or a designated representative.

### **Qualifications**

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

- Graduate of a college or university with a bachelor's degree in technology information or related field.
- Graduate of a college or university with an associate degree in information technology.
- High school graduate or equivalent supplemented by three years of technology experience of related technical or vocational training.

#### ***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 1 year 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 Level 1 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**

*Non-Exempt  
Hazardous*

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:

*March 26, 2013*

  
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Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer /Field Training Officer**

*March 26, 2013*

**Detention Center**

**Pay Grade 5**

**Job Summary**

The purpose of the Deputy Jailer/Field Training Officer is to provide care to inmates incarcerated at the Hardin County Detention Center. This position involves continuous contact with prisoners in all activities. Deputy Jailer/Field Training Officer will train new Deputy Jailer employees in all daily task and functions needed to perform their job duties. Work is performed under general supervision by the Jailer.

**Major Essential Duties**

- Prisoner Intake and Release
- Safekeeping of all prisoners
- Conducts Prisoner Searches
- Performs Cell Checks
- Provides security during cell checks, feeding, medication, visitation, recreation, transportation, and guarding of inmates.
- 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.
- Train new Deputies on the policies and procedures of the facility.
- Performs duties under hazardous and strenuous conditions.

**Minor Essential Duties**

- 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 computer 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:

- Train New Deputies within the Hardin County Detention Center which may include the following:
  - Assist with development and work assignments
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

## **Relationships**

The Deputy Jailer / Field Training Officer 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 Diploma or GED
- Must be at least twenty-one (21) years of age and a working telephone at the place of residency

### ***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.

### ***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 / Field Training Officer 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. Must have personal integrity and no felony convictions.

Date Approved: March 26, 2013

  
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Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer / Shift Leader**

*March 26, 2013*

**Detention Center**

**Pay Grade 5**

**Job Summary**

The purpose of the Deputy Jailer / Shift Leader is to provide care to inmates incarcerated at the Hardin County Detention Center. This position involves continuous contact with prisoners in all activities and supervision of Deputies on shifts. Work is performed under general supervision by the Jailer.

**Major Essential Duties**

- Prisoner Intake and Release
- Safekeeping of all prisoners
- Conducts Prisoner Searches
- Performs Cell Checks
- Provides security during cell checks, feeding, medication, visitation, recreation, transportation, and guarding of inmates.
- 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.
- Management of shifts and supervise staff on day-to-day operations.

**Minor Essential Duties**

- 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 computer 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:

**Relationships**

The Deputy Jailer / Shift Leader 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 Diploma or GED
- Must be at least twenty-one (21) years of age and a working telephone at the place of residency

### ***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.

### ***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 / Shift Leader 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**

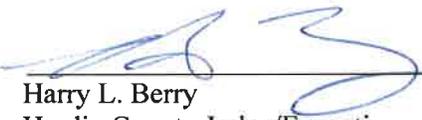
Primarily works in/around inmates on a daily basis

**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. Must have personal integrity and no felony convictions.

Date Approved:

March 26, 2013

  
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Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer Corporal/Field Training Officer Detention Center**  
*March 26, 2013* **Pay Grade 7**

**Job Summary**

The purpose of the Deputy Jailer Corporal / Field Training Officer is to provide care to inmates incarcerated at the Hardin County Detention Center. This position involves continuous contact with prisoners in all activities. Deputy Jailer Corporal / Field Training Officer will train new Deputy Jailer employees in all daily task and functions needed to perform their job duties. Work is performed under general supervision by the Jailer.

**Major Essential Duties**

- Prisoner Intake and Release
- Safekeeping of all prisoners
- Conducts Prisoner Searches
- Performs Cell Checks
- Provides security during cell checks, feeding, medication, visitation, recreation, transportation, and guarding of inmates.
- 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.
- Train new Deputies on the policies and procedures of the facility.
- Performs duties under hazardous and strenuous conditions.

**Minor Essential Duties**

- 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 computer 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:

- Train New Deputies within the Hardin County Detention Center which may include the following:
  - Assist with development and work assignments
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

## **Relationships**

The Deputy Jailer Corporal / Field Training Officer 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 Diploma or GED
- Must be at least twenty-one (21) years of age and a working telephone at the place of residency

### ***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.

### ***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 Corporal / Field Training Officer 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. Must have personal integrity and no felony convictions.

Date Approved:

*March 26, 2013*

  
Harry L. Berry  
Hardin County Judge/Executive

*Deputy Jailer Corporal / Field Training Officer  
March 26, 2013  
Page 3 of 3*

**Hardin County Fiscal Court  
Job Description**

**Deputy Jailer Corporal / Shift Leader**

*March 26, 2013*

**Detention Center**

**Pay Grade 7**

**Job Summary**

The purpose of the Deputy Jailer Corporal / Shift Leader is to provide care to inmates incarcerated at the Hardin County Detention Center. This position involves continuous contact with prisoners in all activities and supervision of Deputies on shifts. Work is performed under general supervision by the Jailer.

**Major Essential Duties**

- Prisoner Intake and Release
- Safekeeping of all prisoners
- Conducts Prisoner Searches
- Performs Cell Checks
- Provides security during cell checks, feeding, medication, visitation, recreation, transportation, and guarding of inmates.
- 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.
- Management of shifts and supervise staff on day-to-day operations.

**Minor Essential Duties**

- 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 computer 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:

**Relationships**

The Deputy Jailer Corporal / Shift Leader 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 Diploma or GED
- Must be at least twenty-one (21) years of age and a working telephone at the place of residency

### ***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.

### ***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 Corporal / Shift Leader 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**

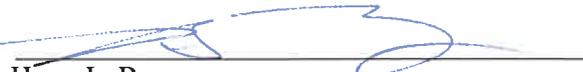
Primarily works in/around inmates on a daily basis

**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. Must have personal integrity and no felony convictions.

Date Approved:

*March 26, 2013*

  
Harry L. Berry  
Hardin County Judge/Executive