

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2014-039**

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 – Class D Coordinator

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

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 25 March 2014.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Deputy Jailer – Class D Coordinator

March 25, 2014

**Detention Center
Pay Grade 9**

Job Summary

The purpose of the Deputy Jailer – Class D Coordinator position is to direct and manage the state inmate work program duties of the facility under the supervision of the Jailer.

Major Essential Duties

- Serves as liaison to DOC, P&P, U.S. Marshals, and Public regarding State Prisoners.
- Assumes responsibility for record keeping and reporting State Prisoners.
- Processes Releases of State Inmates.
- Calculates State Pay.
- Manage training of inmates going to non-profit organizations.
- Determines eligibility and assigns State Inmates to work details.
- Distributes necessary paperwork to State Inmates.
- Conducts Daily Paperwork to DOC.
- Completes Parole Board Assessments on State Inmates.
- Responds to questions from State Inmates.
- Arranges State Inmate transports to and from the facility.

Minor Essential Duties

- Locate potential Inmates to fill vacant bed space.
- Review State billing for accuracy.
- Review State Prisoners classification for accuracy.
- Complete Home Placement paperwork for State Inmates.
- Complete special assignments from Administration.

Supervisory Responsibility

- None

Relationships

The Deputy Jailer – Class D Coordinator 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

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 – Class D Coordinator 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 25, 2014



Harry L. Berry
Hardin County Judge/Executive