

# Hardin County Government

## Job Description

*Hazardous*

**Deputy Jailer**

**Pay Grade 8**

STATUS	
<b>Date:</b> June 28, 2022	<b>Department:</b> Detention Center
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Deputy Jailer/ Chief
<b>Supervisory Responsibility:</b> None	

### **Job Summary**

The purpose of this position is to provide care to inmates incarcerated at the Hardin County Detention Center. This position involves continuous contact with prisoners in all activities.

### **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

### **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

## **Qualifications**

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

- Graduate of an accredited high school or equivalent

### ***Language Skills***

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to follow oral and written instructions

### ***Mathematical Skills***

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

### ***Reasoning Ability***

- Ability to solve problems
- Define problems, collect data, establish facts, and draw valid conclusions

### ***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 be able to qualify with a firearm
- Must obtain and maintain CPR and First Aid Certification
- Must pass courses on O.C. Pepper Gas Defense, ASP Tactical Baton Tactics, Weapon Disarming, and Tactical Speed Handcuffing
- Must pass written test by the Personnel Board and oral interview with the Jailer or his designee

### ***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

## **Physical Demands**

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 the essential functions.

While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3)**

Stand or walk  
Talk or hear  
Lift and/or move up to 50 pounds  
Reach with hands and arms  
Prisoner Contact

**Occasionally (under 1/3)**

Operate a vehicle  
Lift and/or move over 50 pounds

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**

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate to high.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interest
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must not have any felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must maintain confidentiality when required
- Must be twenty one (21) years of age or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 28, 2022  
Status Box Change:



Harry L. Berry  
Hardin County Judge/Executive