

**DOUGLAS COUNTY
SHERIFF S OFFICE**

JOB TITLE: DETENTION SPECIALIST – JDC18

Exempt: No	Skill Code: 4300
Skill Level: EIII	Department: Office of the Sheriff
Reviewed By H/R:	Date:
Approved By: Sheriff David A. Weaver	Date: 12-01-05

General Duties: Performs a variety of administrative, detention, and clerical tasks, including; information collection, statistical computation, verification duties in recording and maintenance of official department records. Extensive use of the computer in initiating and updating critical inmate files is also required. Duties include some data entry, filing, records update, basic bookkeeping, operation of multiple office machines and instruments. This would include the use of detention-based equipment, such as cameras (both photographic and video) ten printer, and digital equipment. Duties involve; some direct contact with prisoners and the general public, as well as contact with Sheriff's Office employees, public officials, medical and legal professionals.

Supervision Exercised: None towards other department members. Does exercise some supervision of inmates and civilian and/or professional visitors to the jail.

Supervision Received: Works under general supervision of the shift supervisor. Primary supervisor is the shift supervisor. Work assignment will fluctuate in response to operational demands of the department.

Examples of Duties:

- Types correspondence, reports, records, memos, and forms.
 - Utilizes jail computer to generate various reports.
 - Computation of Sheriff's fees.
 - Computation of inmate funds as well as the maintenance of those funds.
 - Assist the shift supervisor with public contacts and communications.
 - Informs the general public and others of jail practices as well as related legal requirements.
 - Assists detention deputies with booking of prisoners, to include the direct contact with prisoners during the booking process.
 - Takes fingerprints and photos of inmates as they are being processed into the facility.
 - Assembles and distributes a wide variety of reports to both department staff and various courts.
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- Assists detention staff with visitation, to include one on one contact with visitors and inmates.
- Assists with necessary health, religious and educational services.
- Operates a wide variety of jail facility security and safety devices.
- Directly operates devices controlling the movement of inmates and in such capacity is directly responsible of the safety and security of inmates and members of the Detention Division staff.
- Responsible for the notification of appropriate assistance in the event of a major incident, to include total responsibility for the operation of jail and all communications until relief is possible.
- Performs many detention related duties associated with commissioned personnel, but with less frequency and under a more controlled environment.
- Performs other related duties as assigned.

These duties are intended to be illustrative only and are not intended to be all-inclusive.

Minimum Requirements:

- High school graduate or GED. Additional clerical, secretarial, legal or law enforcement education is highly desired.
 - Two years general office management, two years public contact, legal or law enforcement experience, or combination of two or more for a total of two years.
 - Understanding of a functional file system.
 - Good physical and mental condition.
 - Ability to deal with confidential information.
 - Entry-level computer skills.
 - Ability to remain calm and effectively communicate under adverse conditions.
 - Ability to perform required duties in an intimidating environment where some potential for physical danger is present.
 - Ability to deal with high job stress.
 - Ability to think and react appropriately under emergency conditions with little or no supervision.
 - Ability to relate in an effective and professional manner with prisoners who may be highly agitated and undergoing a life crisis.
 - Ability to adopt and project the desired philosophy and code of conduct of the Douglas County Detention Division.
 - Ability to interact effectively and professionally with the broad range of individuals encountered in the correctional environment.
 - Develop expertise on a wide range of detention and jail related subjects i.e.: constitutional rights, rights of persons in custody and the judicial process.
 - Must be willing to work rotating shifts and days off.
 - Able to pass qualifying exams and background investigation.
 - Ability to multitask.
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Essential Functions:

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Mental Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional and intellectual stress. Comprehends and processes new information quickly and accurately. Retains relevant information.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk, hear and tolerate a moderate noise level in the work place.

Public Interaction: Possess the ability to verbally relay bonding information to citizens, bondsmen and courts. Ability to explain relevant information to citizens and court personnel regarding visitation, jail rules and policies.

Shift Preparation: Possesses and maintains ability to work rotating shifts. Participates in roll call. Maintains awareness of assignment activities. Maintains personal and departmental equipment in satisfactory condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors and the public. Asserts self when necessary to confront or exert control over others.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress. Able to communicate effectively on the radio systems and maintain a positive working relationship with those we dispatch for.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.
