

## **JOB VACANCY ANNOUNCEMENT**

**POSITION:** Substitute Jailers  
**DEPARTMENT:** Duplin County Sheriff  
**SALARY:** Grade 62 Salary: \$12.5063 Hourly  
**OPENING DATE:** October 14, 2016 "OPEN UNTIL FILLED"  
**APPLY AT:** Duplin County Sheriff's Department  
PO Box 908, Kenansville, NC 28349  
910/296-2150 "Equal Opportunity Employer"

### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is perform routine duties in the care and security of prisoners in the County Jail. Employees in this classification perform specialized law enforcement work. Position is responsible for admitting and booking inmates; ensuring security of inmates; and preparing and transporting inmates for court appearances. Performs related work as required.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

Admits prisoners to the jail; ensures that inmates are properly booked and searched and that inmates are allowed calls to attorneys and relatives; calls bondsman if necessary; advises prisoners of all jail rules and regulations; completes necessary paperwork; assigns and escorts inmates to proper cells.

Patrols entire jail area periodically to prevent disruptions and maintain order.

Secures inmates' property, properly storing and returning appropriate items upon release.

Prepares and transports inmates to and from court, visitations or medical appointments, etc.; escorts work release inmates to and from cell blocks; searches work release inmates upon return to jail.

Distributes meals and eating utensils to inmates; ensures inmates are provided prescribed medications.

Oversees work duties of inmate trustees; oversees inmate trustees in service of meals to inmates; supervises inmate trustees in cleaning jail cells; distributes cleaning supplies to trustees.

Prepares incident reports for disturbances in the jail; gathers criminal information for investigations of crimes committed in the jail.

Searches inmates and jail cells for weapons, drugs, and other contraband.

Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports.

Assists visitors; inspects items brought to jail for inmates.

Performs minor repair and maintenance on buildings and grounds.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by 2 to 4 months previous experience and/or training; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. **Jailer I** - Must be certified as a Jailer by the North Carolina Sheriff's Training and Standards Commission within twelve (12) months of the date of employment.