



Assistant Dispatch Supervisor

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Dispatch Supervisor

Location: EOC

GENERAL DESCRIPTION OF POSITION

Take 911 emergency and non-emergency calls to provide help to the public; Train new Dispatchers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Takes emergency and non-emergency calls from the public.
2. Dispatches Deputies, ambulances, and fire departments.
3. Performs ACIC Checks.
4. Verifies arrest warrants and no contact orders, disseminates BOLOs, verifies addresses. Researches information as necessary.

5. Inputs information into a Computer Aided Dispatch (CAD) system. Tracks manpower and resources with the CAD system.
6. Prepares complaint cards, finds incident reports, and analyzes community questions.
7. Logs Deputies' actions.
8. Notifies OEM and officers of large events when necessary. Liaison with governmental entities as necessary.
9. Works with surrounding agencies and fulfills requests for mutual aid assistance when needed.
10. Calls wreckers, MEMS, or Coroner as necessary.
11. Provides supervisory duties such as making schedules, checking other dispatcher's work to verify correctness, and training new dispatchers.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus up to three years related experience or training, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 11-16 employee(s). Supervises 11-16 non-supervisory employee(s). Departments supervised by this position include Dispatch. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other

employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation.

Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Telecommunicator; ACIC I & II

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Telecommunicator; ACIC I & II; other supervisory training courses.

SOFTWARE SKILLS REQUIRED

Intermediate: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Contact Management, Database, Presentation/PowerPoint

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to sit, talk or hear; *regularly* required to use hands to finger, handle, or feel, reach with hands and arms; *occasionally* required to stand, walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The actual noise level can be higher than indicated due to radio traffic and phones.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-05-06



Bailiff/Courtroom Corporal

Job Description

Exempt: No

Department: Sheriff

Reports To: Bailiff Supervisor (SGT)

Location: Justice Building

GENERAL DESCRIPTION OF POSITION

The incumbent Corporal provides support and security services for the court as well as perform law enforcement responsibilities within the context of the court system.

A bailiff is assigned to each judge and courtroom. Each bailiff is responsible for maintaining security in the courtroom and ensuring that appropriate courtroom decorum is maintained. In addition, the bailiff must ensure the safety and security of inmates while in court. Bailiffs will implement as appropriate any orders issued by the judge. When instructed by the judge, a bailiff officially opens and closes the court. As the judge enters the courtroom, the bailiff will declare the entry of the judge and will also announce the courtroom rules that must be followed. For a jury trial or hearing, the bailiff is responsible for escorting jurors to assigned locations, ensuring that jurors have all necessary materials and supplies, and remaining near the jury without engaging in any conversation related to the case. Any communications between the jury and the judge are handled by the bailiff when the jurors are deliberating.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide security for the judges, officers of the court, jurors, and other individuals involved in court proceedings.
2. Supervise and maintain the order in the courtroom.
3. Conduct perimeter checks along the building and inside the Courtrooms.
4. Transport inmates to and from the courtroom.
5. Serve subpoenas and warrants and take people with warrants into custody.
6. Maintain and supervise the docket for the judge and complete all paperwork necessary for the Judge.
7. Operate the metal detectors and oversee the general public when they enter the Justice Building to ensure no weapons or contraband is brought into the building.
8. Provide the general public with information when they enter the Justice Building.
9. Travel with the Judge when Court is held in different counties.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 6 employee(s). Supervises 6 non-supervisory employee(s). Departments supervised by this position include CSO. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money.

and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II/Auxiliary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Police Officer Certificate (ALETA)

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, walk, talk or hear; *frequently* required to sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

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Job Description for Bailiff/Courtroom Corporal
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Craighead County

Sheriff Chief Court Security Officer

Job Description

Job Code: 1000
Exempt: No
Department: Chief Bailiff/Court Security Officer
Reports To: Assistant Chief Deputy
Location: Multiple Court Facilities
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Responsible for the safety and security of all courts, to ensure that all courts are properly staffed and manage the timely transport of inmates. Responsible for the timely and safe opening and closing of all courts in Craighead County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. To properly staff all court sessions. This duty is performed daily, about 60% of the time.
2. To provide security for judges, attorneys and all persons attending court proceedings. This duty is performed daily, about 40% of the time.
3. Transporting inmates to and from court proceedings. This duty is performed annually, about 10% of the time.
4. Ensure the proper care, custody and control of inmates in a court setting. This duty is performed annually, about 10% of the time.
5. To be a liaison between court officers and notify supervisor of security issues. This duty is performed annually, about 5% of the time.
6. To serve civil process or warrants. This duty is performed annually, about 5% of the time.
7. Maintain the equipment assigned to the court officers and notify supervisor of equipment needs, ensuring all are in working order. This duty is performed annually, about 5% of the time.
8. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Court Security Officer Certificate, continuous annual 40 hour education/Training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mild to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to risk of radiation. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, stoop, kneel, crouch, or crawl; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Bailiff

Exempt (Y/N) No

DEPARTMENT: Enforcement

DATE PREPARED: October 1999, August 2004,
August 2011, January 2013

SUPERVISOR: Undersheriff

SUMMARY:

Under the supervision and direction of the Undersheriff, the Bailiff is responsible for the supervision of inmates, transporting of inmates to and from District/Circuit Court, and to track/update cases on docket cards. The incumbent must guarantee the security, wellbeing, and the safety of staff/inmates at the Detention Center, in-route, and in the Courtroom. The incumbent must perform accurate record keeping for all inmates, disposition of Court, transfer of data to booking cards and perform data entry into the computer system. The Bailiff is responsible for the supervision of approximately 13 inmates per load to the Court. There can be up to three (3) loads per day for court appearances. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This officer has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. This officer is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Screen list of inmates scheduled for Court. Determine location of inmates in jail and type of charges.
2. Supervise inmates by ensuring safety and order for staff, inmates, and the Court at all times.
3. Transfer inmates from cells to holding cell for accountability. Secure inmates for transport and prepare appropriate list for Detention Officers.
4. Transport inmates to holding cell in District Court and guard inmates throughout the day.
5. Interpret Judges Orders and requests. Maintain accurate record keeping for transfer to inmates booking cards and perform data entry into the computer indicating proper disposition to avoid future problems/lawsuits.
6. Ensure that inmates are secured in cells, fed, and receive proper medication upon return from Court.

7. Complete and distribute documentation including, but not limited to intake forms, medical questionnaires, health department forms, legal forms required by standards, court bond forms, bail determinations, etc.
8. Accurately enter all statistical information in the computer system.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them accurately.
11. Be able to understand and follow oral and written instructions.
12. The ability to establish and maintain working relationships.
13. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or GED. Must be ALETA certified or Part-Time II Auxiliary certified. Must possess and maintain a valid Arkansas Driver's license and complete quarterly weapons training and qualifications. Must be certified in any other weapons used such as; pepper spray, tasers, handcuffs, etc. Defensive tactics is also a part of training.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Functional understanding of computers, typing skills, and general office machines.
2. Problem solving skills and communication skills are extremely important in maintaining safety and order at all times.
3. Ability to deal tactfully and firmly with inmates.
4. Possess the ability to analyze situations quickly and accurately and respond appropriately.
5. Understand court dispositions and be able to maintain accurate records adhering to state, federal, county, city, laws/ordinances, etc.
6. Knowledge and the physical and mental stamina to fire weapons.
7. Ability to communicate effectively both orally and written often under adverse conditions.
8. Ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, officers of the court, or the general public.
9. Maintain a professional attitude and must be able to communicate with other employees, officials, and judges.
10. Occasional use of highly complex machines such as; guns, tasers, pepper spray, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk, reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift, subdue and/or move more than 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.



2021 Saline County

Circuit Court - Circuit/District Court Bailiff

Job Description

Department: Court Security
Reports To: Chief Court Security Officer/Deputy Chief
Location: All County Buildings and Court Annex Buildings
Safety Sensitive: Yes

GENERAL DESCRIPTION OF POSITION

A Circuit/District Court Bailiff means an individual who is assigned the duty of providing security or security related services at the request of an appellate court, circuit court, or district court in this state.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Circuit/District Court Bailiffs will be present in their respective courts when court is in session as required by Arkansas Law. The supervision and maintenance of order in the respective courtrooms or courthouse is essential. Bailiffs will inspect courtrooms for security and cleanliness before court sessions begin, and also check that courtrooms have sufficient light, heat, and ventilation.
2. It is the duty of the Circuit/District Court Bailiff to call the court to order and announce the entry of the judge. During court sessions, the Bailiff will call defendants and witnesses to the stand as well as swear them in before they testify. When necessary, Bailiffs will warn persons who are disturbing court procedures, and may physically remove unruly persons from courtrooms and the courthouse.
3. Circuit/District Court Bailiffs are responsible for providing security for individuals involved in court proceedings, to include attorneys, parties, witnesses, court staff and all other present during proceedings.
4. Circuit/District Court Bailiffs are responsible for the security of juries throughout court trials. They must prevent jurors from talking about a trial with the public. Circuit/District Court Bailiffs will escort juries between courtrooms and jury rooms as well as stand guard outside the jury rooms. In addition, Circuit/District Court Bailiffs will attend to the jurors' needs, such as relaying their requests or questions to the judges, and maintain contact with the Circuit Clerk's Office throughout the trial to relay any needs of the jurors to the appropriate staff.
5. Circuit/District Court Bailiffs will assist and backup Court Security Officers that are providing security for the Courthouse, Complex Building/Tax Collectors Office, Division 4/Public Defender's office, Bryant Tax Collectors Office, Bryant District Court and Benton District Court and any other locations within the County deemed necessary by the Circuit Judges, County Judge or Chief Court Security Officer.
6. Circuit/District Court Bailiffs will assist and backup Court Security Officers by working entry door metal detectors, scanning visitors for weapons including guns, knives, pepper spray and any other additional items which the officer may feel could be a danger to another person. While maintaining the security at these locations Bailiffs will also check for contraband and illegal items that people may be carrying. Officers will follow policy and Arkansas Law with respect to seizing these items and charging the person with the appropriate crime.
7. Circuit/District Court Bailiffs will assist and backup Court Security Officers when responding to duress alarms. Bailiffs and Officers will maintain radio communication with other responding officers to effectively address the situation. All Officers/Bailiffs involved will complete detailed reports of all incidents involving alarms and provide those reports to the Chief/Deputy Chief for review.

8. Circuit/District Court Bailiffs will be Certified Law Enforcement Officers by the Arkansas Commission on Law Enforcement Standards and Training. As such Officers will be required to qualify with and carry the agency issued handgun. Officers will also be required to complete 16 hours of training each year to include racial profiling, defensive tactics and any other training deemed necessary by the Chief/Deputy Chief.

9. Circuit/District Court Bailiffs work under the supervision of the circuit judges as assigned by the Chief/Deputy Chief and will perform any court related errands or tasks that are required. Upon the request of judges, Circuit/District Court Bailiffs may summon attorneys to the judge's chambers, and deliver court files, and law books to judges or other court personnel as requested.

10. Circuit/District Court Bailiffs with the assistance of the Saline County Sheriff's Office transport section will maintain control and security of all inmates that are present in the courthouse for any reason.

11. Circuit/District Court Bailiffs shall perform any other related duties as required or assigned to include other incidental duties at the direction of the respective judges, including but not limited to: Conducting a courthouse security assessment with recommendations for improvements; Assist in developing and implementing policies and procedures for courthouse personnel in the event of fire, prisoner escape, natural disasters, hostage situation, medical emergency, utility failure, and bomb threats.

12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated. Provide documents that establish identity and employment eligibility.

Must be certified as a law enforcement officer by the Arkansas Commission on Law Enforcement Standards and Training under the laws and regulations of this state. If applicant isn't a certified law enforcement officer at time of hiring, then he/she shall complete the law enforcement certification requirement within one (1) year of beginning his/her term of service as the court security officer.

A court security officer shall maintain the law enforcement certification during the term of his/her service as a court security officer.

A court security officer shall complete any additional training programs for court security officers approved by the Arkansas Commission on Law Enforcement Standards and Training.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification is strongly preferred.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk; and frequently required to use hands to finger, handle, or feel, reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

Must be able to use and carry a hand gun and other weapons competently. The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress; possess knowledge of principles, practices, and techniques of law enforcement; Knowledge of the criminal justice system; Knowledge of the principles of self-defense; Ability to develop and maintain an effective professional work relationship; Ability to apply safety and security precautions and restrain clients when necessary; Ability to make judgments with minimal or no consultation. The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Circuit Court Security Office are assigned by the Circuit Court Judge, Division 2 and/or the Chief Security Officer and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Sebastian County 2020
Assistant Supervisor 0422
Job Description**

Job Code: 04201
Exempt: No
Department: Courthouse Security
Reports To: Division Commander
Location: Not indicated.
Date Prepared: May 21, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Assistant Supervisor works under supervision and is responsible for providing security of all courthouse buildings and grounds. The incumbent is responsible for the overall running of the courts day to day basis to include: supervision of all bailiffs and security personnel. The incumbent is in charge in the absence of the Division Commander. The incumbent must be a citizen of the United States. The position is governed by state and federal laws and agency policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perusal of all court dockets assimilation of inmate transport lists to include liaison with jail.
2. Ensure transport of prisoners in a timely manner and their correct placement in each courtroom.
3. Ensure each court proceeds in compliance with all policies.
4. Manage various problems that may arise within each courtroom.
5. Maintain continued training for staff, especially new hires.
6. Ensure overall security of the courthouses.
7. Prepare time and work schedules in the absence of the immediate supervisor.
8. In control of all DNA samples that bailiffs collect and the implementation of all records associated which is transferred into the computer system. This consists with working with our local dispatch and other agencies involved in this lengthy process.
9. Maintains a daily list of the mentally ill patients which is received from the Prosecutor's Office which in turn works in collaboration with the jail and other assisting outside agencies.
10. Assists immediate supervisor (captain) with all needs.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Full Certified Law Enforcement Officer, Court Security Certified

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Instructor, Firearm Instructor

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Presentation/PowerPoint

Basic: Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and fact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Sergeant Bailiff

Job Description

Exempt: No

Department: Sheriff

Reports To: Lieutenant

Location: Criminal Justice Building

GENERAL DESCRIPTION OF POSITION

The incumbent supervises the everyday functions of bailiffs and courtroom security, making sure the court dockets and paperwork are correct, making sure detainees and court mandates are in court, responsible for scheduling shifts, vacation, holidays for staff and responsible for scheduling sufficient staff to operate the courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and maintain the order in the courtroom.
2. Provide security for the judges, officers of the court, jurors, and other individuals involved in court proceedings.
3. Administer oaths.

4. Other duties as assigned by Judges.
5. Supervise Bailiffs and Courtroom Security. Schedule shifts, vacation and holidays for staff.
6. Oversee detainees and make sure they are in the appropriate Court.
7. Check courtroom paperwork to ensure that it is correct.
8. Review time cards and check them for accuracy.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 subordinate supervisor(s) who supervise(s) a total of 11 employee(s). Supervises 10 non-supervisory employee(s). Departments supervised by this position include Bailiffs/CSO. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Not indicated.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II and Auxiliary Police Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Officer Certification (ALET)

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; *frequently* required to walk, sit; and *occasionally* required to stand, use hands to finger, handle, or feel, reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-07-22 09:54:11

Craighead County

Sheriff Chief Court Security Officer

Job Description

Job Code: 1000
Exempt: No
Department: Chief Bailiff/Court Security Officer
Reports To: Assistant Chief Deputy
Location: Multiple Court Facilities
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Responsible for the safety and security of all courts, to ensure that all courts are properly staffed and manage the timely transport of inmates. Responsible for the timely and safe opening and closing of all courts in Craighead County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. To properly staff all court sessions. This duty is performed daily, about 60% of the time.
 2. To provide security for judges, attorneys and all persons attending court proceedings. This duty is performed daily, about 40% of the time.
 3. Transporting inmates to and from court proceedings. This duty is performed annually, about 10% of the time.
 4. Ensure the proper care, custody and control of inmates in a court setting. This duty is performed annually, about 10% of the time.
 5. To be a liaison between court officers and notify supervisor of security issues. This duty is performed annually, about 5% of the time.
 6. To serve civil process or warrants. This duty is performed annually, about 5% of the time.
 7. Maintain the equipment assigned to the court officers and notify supervisor of equipment needs, ensuring all are in working order. This duty is performed annually, about 5% of the time.
- B. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Court Security Officer Certificate, continuous annual 40 hour education/Training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to risk of radiation. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, stoop, kneel, crouch, or crawl; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Bailiff

Exempt (Y/N): No

DEPARTMENT: Enforcement

DATE PREPARED: October 1999, August 2004,
August 2011, January 2018

SUPERVISOR: Undersheriff

SUMMARY:

Under the supervision and direction of the Undersheriff, the Bailiff is responsible for the supervision of inmates, transporting of inmates to and from District/Circuit Court, and to track/update cases on docket cards. The incumbent must guarantee the security, wellbeing, and the safety of staff/inmates at the Detention Center, in-route, and in the Courtroom. The incumbent must perform accurate record keeping for all inmates, disposition of Court, transfer of data to booking cards and perform data entry into the computer system. The Bailiff is responsible for the supervision of approximately 13 inmates per load to the Court. There can be up to three (3) loads per day for court appearances. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This officer has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. This officer is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Screen list of inmates scheduled for Court. Determine location of inmates in jail and type of charges.
2. Supervise inmates by ensuring safety and order for staff, inmates, and the Court at all times.
3. Transfer inmates from cells to holding cell for accountability. Secure inmates for transport and prepare appropriate list for Detention Officers.
4. Transport inmates to holding cell in District Court and guard inmates throughout the day.
5. Interpret Judges Orders and requests. Maintain accurate record keeping for transfer to inmates booking cards and perform data entry into the computer indicating proper disposition to avoid future problems/lawsuits.
6. Ensure that inmates are secured in cells, fed, and receive proper medication upon return from Court.

7. Complete and distribute documentation including, but not limited to intake forms, medical questionnaires, health department forms, legal forms required by standards, court bond forms, bail determinations, etc.
8. Accurately enter all statistical information in the computer system.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them accurately.
11. Be able to understand and follow oral and written instructions.
12. The ability to establish and maintain working relationships.
13. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or GED. Must be ALETA certified or Part-Time II Auxiliary certified. Must possess and maintain a valid Arkansas Driver's license and complete quarterly weapons training and qualifications. Must be certified in any other weapons used such as; pepper spray, tasers, handcuffs, etc. Defensive tactics is also a part of training.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Functional understanding of computers, typing skills, and general office machines.
2. Problem solving skills and communication skills are extremely important in maintaining safety and order at all times.
3. Ability to deal tactfully and firmly with inmates.
4. Possess the ability to analyze situations quickly and accurately and respond appropriately.
5. Understand court dispositions and be able to maintain accurate records adhering to state, federal, county, city, laws/ordinances, etc.
6. Knowledge and the physical and mental stamina to fire weapons.
7. Ability to communicate effectively both orally and written often under adverse conditions.
8. Ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, officers of the court, or the general public.
9. Maintain a professional attitude and must be able to communicate with other employees, officials, and judges.
10. Occasional use of highly complex machines such as; guns, tasers, pepper spray, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift, subdue and/or move more than 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.



2021 Saline County

Circuit Court - Circuit/District Court Bailiff

Job Description

Department: Court Security
Reports To: Chief Court Security Officer/Deputy Chief
Location: All County Buildings and Court Annex Buildings
Safety Sensitive: Yes

GENERAL DESCRIPTION OF POSITION

A Circuit/District Court Bailiff means an individual who is assigned the duty of providing security or security related services at the request of an appellate court, circuit court, or district court in this state.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Circuit/District Court Bailiffs will be present in their respective courts when court is in session as required by Arkansas Law. The supervision and maintenance of order in the respective courtrooms or courthouse is essential. Bailiffs will inspect courtrooms for security and cleanliness before court sessions begin, and also check that courtrooms have sufficient light, heat, and ventilation.
2. It is the duty of the Circuit/District Court Bailiff to call the court to order and announce the entry of the judge. During court sessions, the Bailiff will call defendants and witnesses to the stand as well as swear them in before they testify. When necessary, Bailiffs will warn persons who are disturbing court procedures, and may physically remove unruly persons from courtrooms and the courthouse.
3. Circuit/District Court Bailiffs are responsible for providing security for individuals involved in court proceedings, to include attorneys, parties, witnesses, court staff and all other present during proceedings.
4. Circuit/District Court Bailiffs are responsible for the security of juries throughout court trials. They must prevent jurors from talking about a trial with the public. Circuit/District Court Bailiffs will escort juries between courtrooms and jury rooms as well as stand guard outside the jury rooms. In addition, Circuit/District Court Bailiffs will attend to the jurors' needs, such as relaying their requests or questions to the judges, and maintain contact with the Circuit Clerk's Office throughout the trial to relay any needs of the jurors to the appropriate staff.
5. Circuit/District Court Bailiffs will assist and backup Court Security Officers that are providing security for the Courthouse, Complex Building/Tax Collectors Office, Division 4/Public Defender's office, Bryant Tax Collectors Office, Bryant District Court and Benton District Court and any other locations within the County deemed necessary by the Circuit Judges, County Judge or Chief Court Security Officer.
6. Circuit/District Court Bailiffs will assist and backup Court Security Officers by working entry door metal detectors, scanning visitors for weapons including guns, knives, pepper spray and any other additional items which the officer may feel could be a danger to another person. While maintaining the security at these locations Bailiffs will also check for contraband and illegal items that people may be carrying. Officers will follow policy and Arkansas Law with respect to seizing these items and charging the person with the appropriate crime.
7. Circuit/District Court Bailiffs will assist and backup Court Security Officers when responding to duress alarms. Bailiffs and Officers will maintain radio communication with other responding officers to effectively address the situation. All Officers/Bailiffs involved will complete detailed reports of all incidents involving alarms and provide those reports to the Chief/Deputy Chief for review.

8. Circuit/District Court Bailiffs will be Certified Law Enforcement Officers by the Arkansas Commission on Law Enforcement Standards and Training. As such Officers will be required to qualify with and carry the agency issued handgun. Officers will also be required to complete 16 hours of training each year to include racial profiling, defensive tactics and any other training deemed necessary by the Chief/Deputy Chief.

9. Circuit/District Court Bailiffs work under the supervision of the circuit judges as assigned by the Chief/Deputy Chief and will perform any court related errands or tasks that are required. Upon the request of judges, Circuit/District Court Bailiffs may summon attorneys to the judge's chambers, and deliver court files, and law books to judges or other court personnel as requested.

10. Circuit/District Court Bailiffs with the assistance of the Saline County Sheriff's Office transport section will maintain control and security of all inmates that are present in the courthouse for any reason.

11. Circuit/District Court Bailiffs shall perform any other related duties as required or assigned to include other incidental duties at the direction of the respective judges, including but not limited to: Conducting a courthouse security assessment with recommendations for improvements; Assist in developing and implementing policies and procedures for courthouse personnel in the event of fire, prisoner escape, natural disasters, hostage situation, medical emergency, utility failure, and bomb threats.

12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated. Provide documents that establish identity and employment eligibility.

Must be certified as a law enforcement officer by the Arkansas Commission on Law Enforcement Standards and Training under the laws and regulations of this state. If applicant isn't a certified law enforcement officer at time of hiring, then he/she shall complete the law enforcement certification requirement within one (1) year of beginning his/her term of service as the court security officer.

A court security officer shall maintain the law enforcement certification during the term of his/her service as a court security officer.

A court security officer shall complete any additional training programs for court security officers approved by the Arkansas Commission on Law Enforcement Standards and Training.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification is strongly preferred.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk; and frequently required to use hands to finger, handle, or feel, reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

Must be able to use and carry a hand gun and other weapons competently. The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress; possess knowledge of principles, practices, and techniques of law enforcement; Knowledge of the criminal justice system; Knowledge of the principles of self-defense; Ability to develop and maintain an effective professional work relationship; Ability to apply safety and security precautions and restrain clients when necessary; Ability to make judgments with minimal or no consultation. The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Circuit Court Security Office are assigned by the Circuit Court Judge, Division 2 and/or the Chief Security Officer and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Sebastian County 2020
Assistant Supervisor 0422
Job Description**

Job Code: 04201
Exempt: No
Department: Courthouse Security
Reports To: Division Commander
Location: Not indicated.
Date Prepared: May 21, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Assistant Supervisor works under supervision and is responsible for providing security of all courthouse buildings and grounds. The incumbent is responsible for the overall running of the courts day to day basis to include: supervision of all bailiffs and security personnel. The incumbent is in charge in the absence of the Division Commander. The incumbent must be a citizen of the United States. The position is governed by state and federal laws and agency policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perusal of all court dockets assimilation of inmate transport lists to include liaison with jail.
2. Ensure transport of prisoners in a timely manner and their correct placement in each courtroom.
3. Ensure each court proceeds in compliance with all policies.
4. Manage various problems that may arise within each courtroom.
5. Maintain continued training for staff, especially new hires.
6. Ensure overall security of the courthouses.
7. Prepare time and work schedules in the absence of the immediate supervisor.
8. In control of all DNA samples that bailiffs collect and the implementation of all records associated which is transferred into the computer system. This consists with working with our local dispatch and other agencies involved in this lengthy process.
9. Maintains a daily list of the mentally ill patients which is received from the Prosecutor's Office which in turn works in collaboration with the jail and other assisting outside agencies.
10. Assists immediate supervisor (captain) with all needs.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 2 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Full Certified Law Enforcement Officer, Court Security Certified

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Instructor, Firearm Instructor

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Presentation/PowerPoint

Basic: Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Bailiff/Court Room Security Officer

Job Description

Exempt: No

Department: Sheriff

Reports To: Bailiff Supervisor (SGT) CPL

Location: Justice Building + District Court

GENERAL DESCRIPTION OF POSITION

The incumbent Bailiff/CSO provide support and security services for the court as well as perform law enforcement responsibilities within the context of the court system.

A bailiff is assigned to each judge and courtroom. Each bailiff is responsible for maintaining security in the courtroom and ensuring that appropriate courtroom decorum is maintained. In addition, the bailiff must ensure the safety and security of inmates while in court. Bailiffs will implement as appropriate any orders issued by the judge. When instructed by the judge, a bailiff officially opens and closes the court. As the judge enters the courtroom, the bailiff will declare the entry of the judge and will also announce the courtroom rules that must be followed. For a jury trial or hearing, the bailiff is responsible for escorting jurors to assigned locations, ensuring that jurors have all necessary materials and supplies, and remaining near the jury without engaging in any conversation related to the case. Any communications between the jury and the judge are handled by the bailiff when the jurors are deliberating.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide security for the judges, officers of the court, jurors, and other individuals involved in court proceedings.
2. Supervise and maintain the order in the courtroom.
3. Conduct perimeter checks along the building and inside the Courtrooms.
4. Transport inmates to and from the courtroom.
5. Serve subpoenas and warrants and take people with warrants into custody.
6. Maintain and supervise the docket for the judge and complete all paperwork necessary for the Judge.
7. Operate the metal detectors and oversee the general public when they enter the Justice Building to ensure no weapons or contraband is brought into the building.
8. Provide the general public with information when they enter the Justice Building.
9. Travel with the Judge when Court is held in different counties.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc. plus 2 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Supervises 0 non-supervisory employee(s). Departments supervised by this position include None. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money.

and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II/Auxiliary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Police Officer Certificate

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, walk, talk or hear; *frequently* required to sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 08:59:00 (11-1-2021)

Job Description for Bail/Court Room Security Officer
Created by www.jobdescriptions.com

Craighead County
Sheriff Court Security Officer
Job Description

Job Code: 1000
Exempt: No
Department: Bailiff/Court Security Officer
Reports To: Chief Bailiff/Court Security Officer
Location: Multiple Court Facilities
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Security of court rooms, physical court, managing inmates to and from court, managing court appearance for incarcerated persons and general court Security of the inmates staff and public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transporting inmates to and from court appearances. This duty is performed daily, about 20% of the time.
2. Serving civil process issued in court. This duty is performed weekly, about 5% of the time.
3. Opening and closing district court sessions. This duty is performed weekly, about 25% of the time.
4. Opening and closing circuit court sessions. This duty is performed weekly, about 25% of the time.
5. Maintaining general security in and outside of court areas. This duty is performed weekly, about 30% of the time.
6. Maintains general security of staff, judges and the public on county property. This duty is performed daily, about 80% of the time.
7. Securing and monitoring inmates. This duty is performed weekly, about 40% of the time.
8. Screening and admitting the general public upon entering and leaving court sessions. This duty is performed weekly, about 20% of the time.
9. General security of jurors and the public during trial sessions. This duty is performed as needed, about 10% of the time.
10. Serving warrants. This duty is performed annually, about 10% of the time.
11. Incident reporting after court incidents. This duty is performed annually, about 5% of the time.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area;

e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Court Security Officer Certificate and 40 hours continuous education annual training.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified law enforcement officer

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions, risk of radiation. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to stand, talk or hear; frequently required to walk; occasionally required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Bailiff

Exempt (Y/N): No

DEPARTMENT: Enforcement

DATE PREPARED: October 1999, August 2004,
August 2011, January 2018

SUPERVISOR: Undersheriff

SUMMARY:

Under the supervision and direction of the Undersheriff, the Bailiff is responsible for the supervision of inmates, transporting of inmates to and from District/Circuit Court, and to track/update cases on docket cards. The incumbent must guarantee the security, wellbeing, and the safety of staff/inmates at the Detention Center, in-route, and in the Courtroom. The incumbent must perform accurate record keeping for all inmates, disposition of Court, transfer of data to booking cards and perform data entry into the computer system. The Bailiff is responsible for the supervision of approximately 13 inmates per load to the Court. There can be up to three (3) loads per day for court appearances. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This officer has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. This officer is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

1. Screen list of inmates scheduled for Court. Determine location of inmates in jail and type of charges.
2. Supervise inmates by ensuring safety and order for staff, inmates, and the Court at all times.
3. Transfer inmates from cells to holding cell for accountability. Secure inmates for transport and prepare appropriate list for Detention Officers.
4. Transport inmates to holding cell in District Court and guard inmates throughout the day.
5. Interpret Judges Orders and requests. Maintain accurate record keeping for transfer to inmates booking cards and perform data entry into the computer indicating proper disposition to avoid future problems/lawsuits.
6. Ensure that inmates are secured in cells, fed, and receive proper medication upon return from Court.

7. Complete and distribute documentation including, but not limited to intake forms, medical questionnaires, health department forms, legal forms required by standards, court bond forms, bail determinations, etc.
8. Accurately enter all statistical information in the computer system.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them accurately.
11. Be able to understand and follow oral and written instructions.
12. The ability to establish and maintain working relationships.
13. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or GED. Must be ALETA certified or Part-Time II Auxiliary certified. Must possess and maintain a valid Arkansas Driver's license and complete quarterly weapons training and qualifications. Must be certified in any other weapons used such as: pepper spray, tasers, handcuffs, etc. Defensive tactics is also a part of training.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Functional understanding of computers, typing skills, and general office machines.
2. Problem solving skills and communication skills are extremely important in maintaining safety and order at all times.
3. Ability to deal tactfully and firmly with inmates.
4. Possess the ability to analyze situations quickly and accurately and respond appropriately.
5. Understand court dispositions and be able to maintain accurate records adhering to state, federal, county, city, laws/ordinances, etc.
6. Knowledge and the physical and mental stamina to fire weapons.
7. Ability to communicate effectively both orally and written often under adverse conditions.
8. Ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, officers of the court, or the general public.
9. Maintain a professional attitude and must be able to communicate with other employees, officials, and judges.
10. Occasional use of highly complex machines such as: guns, tasers, pepper spray, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift, subdue and/or move more than 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.



2021 Saline County

Circuit Court - Circuit/District Court Bailiff

Job Description

Department: Court Security
Reports To: Chief Court Security Officer/Deputy Chief
Location: All County Buildings and Court Annex Buildings
Safety Sensitive: Yes

GENERAL DESCRIPTION OF POSITION

A Circuit/District Court Bailiff means an individual who is assigned the duty of providing security or security related services at the request of an appellate court, circuit court, or district court in this state.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Circuit/District Court Bailiffs will be present in their respective courts when court is in session as required by Arkansas Law. The supervision and maintenance of order in the respective courtrooms or courthouse is essential. Bailiffs will inspect courtrooms for security and cleanliness before court sessions begin, and also check that courtrooms have sufficient light, heat, and ventilation.
2. It is the duty of the Circuit/District Court Bailiff to call the court to order and announce the entry of the judge. During court sessions, the Bailiff will call defendants and witnesses to the stand as well as swear them in before they testify. When necessary, Bailiffs will warn persons who are disturbing court procedures, and may physically remove unruly persons from courtrooms and the courthouse.
3. Circuit/District Court Bailiffs are responsible for providing security for individuals involved in court proceedings, to include attorneys, parties, witnesses, court staff and all other present during proceedings.
4. Circuit/District Court Bailiffs are responsible for the security of juries throughout court trials. They must prevent jurors from talking about a trial with the public. Circuit/District Court Bailiffs will escort juries between courtrooms and jury rooms as well as stand guard outside the jury rooms. In addition, Circuit/District Court Bailiffs will attend to the jurors' needs, such as relaying their requests or questions to the judges, and maintain contact with the Circuit Clerk's Office throughout the trial to relay any needs of the jurors to the appropriate staff.
5. Circuit/District Court Bailiffs will assist and backup Court Security Officers that are providing security for the Courthouse, Complex Building/Tax Collectors Office, Division 4/Public Defender's office, Bryant Tax Collectors Office, Bryant District Court and Benton District Court and any other locations within the County deemed necessary by the Circuit Judges, County Judge or Chief Court Security Officer.
6. Circuit/District Court Bailiffs will assist and backup Court Security Officers by working entry door metal detectors, scanning visitors for weapons including guns, knives, pepper spray and any other additional items which the officer may feel could be a danger to another person. While maintaining the security at these locations, Bailiffs will also check for contraband and illegal items that people may be carrying. Officers will follow policy and Arkansas Law with respect to seizing these items and charging the person with the appropriate crime.
7. Circuit/District Court Bailiffs will assist and backup Court Security Officers when responding to duress alarms. Bailiffs and Officers will maintain radio communication with other responding officers to effectively address the situation. All Officers/Bailiffs involved will complete detailed reports of all incidents involving alarms and provide those reports to the Chief/Deputy Chief for review.

8. Circuit/District Court Bailiffs will be Certified Law Enforcement Officers by the Arkansas Commission on Law Enforcement Standards and Training. As such Officers will be required to qualify with and carry the agency issued handgun. Officers will also be required to complete 16 hours of training each year to include racial profiling, defensive tactics and any other training deemed necessary by the Chief/Deputy Chief.

9. Circuit/District Court Bailiffs work under the supervision of the circuit judges as assigned by the Chief/Deputy Chief and will perform any court related errands or tasks that are required. Upon the request of judges, Circuit/District Court Bailiffs may summon attorneys to the judge's chambers, and deliver court files, and law books to judges or other court personnel as requested.

10. Circuit/District Court Bailiffs with the assistance of the Saline County Sheriff's Office transport section will maintain control and security of all inmates that are present in the courthouse for any reason.

11. Circuit/District Court Bailiffs shall perform any other related duties as required or assigned to include other incidental duties at the direction of the respective judges, including but not limited to: Conducting a courthouse security assessment with recommendations for improvements; Assist in developing and implementing policies and procedures for courthouse personnel in the event of fire, prisoner escape, natural disasters, hostage situation, medical emergency, utility failure, and bomb threats.

12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated. Provide documents that establish identity and employment eligibility.

Must be certified as a law enforcement officer by the Arkansas Commission on Law Enforcement Standards and Training under the laws and regulations of this state. If applicant isn't a certified law enforcement officer at time of hiring, then he/she shall complete the law enforcement certification requirement within one (1) year of beginning his/her term of service as the court security officer.

A court security officer shall maintain the law enforcement certification during the term of his/her service as a court security officer.

A court security officer shall complete any additional training programs for court security officers approved by the Arkansas Commission on Law Enforcement Standards and Training.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification is strongly preferred.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk; and frequently required to use hands to finger, handle, or feel, reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

Must be able to use and carry a hand gun and other weapons competently. The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress; possess knowledge of principles, practices, and techniques of law enforcement; Knowledge of the criminal justice system; Knowledge of the principles of self-defense; Ability to develop and maintain an effective professional work relationship; Ability to apply safety and security precautions and restrain clients when necessary; Ability to make judgments with minimal or no consultation. The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Circuit Court Security Office are assigned by the Circuit Court Judge, Division 2 and/or the Chief Security Officer and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Sebastian County 2020 Courts Bailiff 0422 Job Description

Job Code: 13601+
Exempt: No
Department: Court House Security
Reports To: Division Commander
Location: Not indicated.
Date Prepared: April 26, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

All Bailiffs are full certified Law Enforcement Officers who may effect arrests and work under supervision of a Division Commander. Our goal is to provide citizens, litigants, jurors, attorneys, court employees, and judges with a safe and secure venue in which to work and conduct business. The incumbent must be a citizen of the United States. The position is governed by state and federal laws and agency policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs foot patrol of buildings and grounds, and parking areas observing for hazards, violators and unauthorized persons. They also monitor 55 plus cameras inside and outside of the building.
2. Inspects buildings for fire and safety hazards, contraband, break-ins, unauthorized persons, and unsecured doors and windows and takes corrective actions as needed.
3. Monitors the alarm systems to detect unauthorized entry of buildings and grounds and for fire and maintains systems by conducting required tests if applicable.
4. The primary function of a bailiff is to protect the Judge and then the courtroom staff which consists of (i.e. Clerk, Court Reporter, Prosecuting Attorney, Public Defender), and also protect citizens and maintain order while maintaining the safety and security of all prisoners, inmates, and civilians alike.
5. The bailiffs transport inmate detainees from jail safely and secure to the courthouse for the purpose of their mandatory court appearances.
6. They work the front desk operations which includes operating an x-ray machine for checking such items as purses and briefcases for unauthorized items being brought into the building. They also use the Garrett Metal Detectors or wands to search individuals for contraband such as knives, guns, drugs, box cutters, or personal protection devices such as a taser or mace which are not permitted in the building.
7. They are responsible for their own time sheets which consists of daily updating their hours worked and the information put into the esuites computer system.
8. They are responsible for maintaining all issued duty equipment and the maintenance and care of all vehicles used by our department.

9. They are responsible for maintaining proper holding cell capacity and correct placement of all holding cells throughout the buildings. They are responsible for separating the civilian detainees from the inmates as well as female from males. They are also to make sure no inmates are left in any holding cell after hours when the courts are done for the day.
10. They are responsible for handling criminal trials, bench trials, municipal trials, small claims trials, and other courts such as Juvenile Court, Drug Court, and Traffic Court, etc.
11. They are responsible for courtroom operations. They arrive before court starts and they lock up when courts is finished. They set up courtroom operational equipment beforehand such as audio system, video system, and laptops when needed. Set out pens and paper and juror stickers just to name a few things.
12. They handle the DNA sample testing for any felony convictions in which someone is released for sentences without going to prison. We are required to put this information in the computer system. We also take these to the jail who then transports all samples to Little Rock.
13. They do drug testing for the courts when a judge orders it. We are all certified to test for methamphetamine, marijuana, oxycodone, cocaine, opiates, and benzo.
14. They serve civil papers and make arrests on outstanding warrants that appear before the court. We take people into custody when ordered by the judge for such criminal violations like contempt of court.
15. They process juvenile detainees for the juvenile probation officer and transport them to jail for violations such as revoking suspended sentences.
16. They handle a number mental illness patients per week. These often require the use of a wheel chair and several deputies involved in care and safe handling. Sometime we even require a nurse for assistance.
17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Reserve School Certified, Court Security Certified

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Lawn Enforcement

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Payroll Systems, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to risk of radiation; occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Bonds/Fines Clerk

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Administrative Supervisor

Location: Unit 1

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for manages bonds and fines, civil fees, citations, and collects restitution for victims.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enters misdemeanor warrants into local system SOMS.
2. Enters probation violation warrants from the Probation/Parole office into SOMS.
3. Enters felony probable cause warrants from all county agencies into SOMS.
4. Runx all warrants through ACIC and preps for entry into the system.

5. Enters misdemeanor, felony, probation, and probable cause warrants into ACIC/NCIC.
6. Enters juvenile pickup orders.
7. Files warrants when necessary.
8. Completes monthly reports for FBI and SS inquiries.
9. Works with Transport on pickups and extraditions.
10. Confirms warrants with Dispatch.
11. Communicates with other law enforcement agencies regarding PC warrants, holds, and extraditions.
12. Performs customer service for public.
13. Answers and transfers calls as necessary. Responds to public inquiries and questions.
14. Counts and balances accounts and completes daily reports.
15. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other

employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization.

The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Accounting, Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-07-29

Job Description for Bonds/Fines Clerk
Created by www.dbdescriptions.com

Craighead County

Detention Center Deputy Clerk

Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Administrative Office Manager
Location: Detention Center Facility
Date Prepared: February 12, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Completion of office clerical duties and responsibilities as assigned by the Detention Center Administrative Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completion of office clerical duties as assigned by Detention Center Administrative Office Manager.
2. Scan Detention Center records.
3. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit; regularly required to use hands to finger, handle, or feel; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

MINIMUM REQUIREMENTS

Possess knowledge of Windows, Microsoft Office, typing, copiers, scanners, and other standard office equipment. Prior clerical experience is beneficial but not required. Applicant must have exemplary customer service skills, accuracy and attention to detail as well as interpersonal skills, strong work ethic and professional demeanor at all times. Position requires a high school diploma.

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: Fines and Fees Clerk

Exempt (Y/N): No
DATE PREPARED: October, 1996
August, 2004 August, 2011

DEPARTMENT: Sheriff's Department
SUPERVISOR: Office Administrator

SUMMARY:

Under the direction of the Office Administrator, the Fines and Fees Clerk is responsible for the collection and proper accounting of all fines and fees of the Sheriff's Department. The incumbent is to properly reconcile and enter all traffic and criminal citations into the District Court computer for accurate accounting of collection of fees. Also, provides assistance to the public over the telephone or in person regarding specific fines and fee amounts, court dates, penalties, etc. The incumbent must ensure that all office functions are performed efficiently and in a professional and timely manner. Ensure that each situation is handled according to County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Greet individuals entering the department, provide information relative to fines and fees, or direct them to another individual within the department for assistance.
2. Collect all county fines and fee payments for eight (8) agencies. Enter all traffic and criminal citations into the computer system for above agencies accurately and in a timely manner. Enter ADR's, county and state and file county citations by citation number.
3. Resolve problems and deal with customers in a professional manner.
4. Provide callers with court dates, and/or answer general questions regarding citations.
5. Balance the cash/checks collected for each shift. Ensure all funds are properly recorded and accounted for.
6. Maintain accurate filing of citations by court date.
7. Maintain and reconcile "shift drops" of funds collected for fines and fees.
8. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

9. Collect Juvenile court cost.
10. Collect all Circuit Court cost bills for Circuit Court.
11. Collect Public Defender, Attorney and user fees for District Court.
12. Fingerprint anyone bringing in a card to be printed for the public.
13. Check all warrants from District Court to make sure they are current and ready to be entered into our local computer.
14. Generate all CID warrants as well as misdemeanor hot check warrants to be issued.
15. Keep CID and hot check warrants up to date in our system (recalled, expired, etc.)
16. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in the County.
17. Send all Drivers' License received to Driver Control.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of High School diploma or general education degree (GED); and one (1) year clerical/general office experience. The incumbent should possess general computer skills and cashiering experience.

OTHER SKILLS and ABILITIES:

The incumbent should possess good communication skills as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess computer skills, software application knowledge, accurate typing skills, and calculator, copier, FAX, etc. skills. The Fines and Fees clerk is responsible for handling cash; therefore this individual must have good math and accounting skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, hear, reach with hands and arms, and use hands to finger, handle, or feel objects. The employee must occasionally stand and kneel or crouch.

The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, close vision, color vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WHITE COUNTY

BONDS AND FINES

- 1.) Answer switch board phone lines. Transfer calls to the appropriate person. There is a high volume of calls.
- 2.) Wait on the public- answer questions, direct them to the person or place they are inquiring about.
- 3.) Be able to look up incident and accident reports.
- 4.) Count jail bonds received and make sure they match the paperwork provided by the jail.
- 5.) Receipt bonds and fees into the RPS system.
- 6.) Receipt circuit fine payments that come in the mail and any that come through the window.
- 7.) Receipt warrant payments that come through the mail or are paid at the window.
- 8.) File bench warrants.
- 9.) Daily close out-count money taken through out the day and match it to printouts. Roll the RPS system for the next day.
- 10.) Other miscellaneous duties as assigned.

WHITE COUNTY

Ticket Clerk Job Description:

The ticket clerk position requires you to be able to answer and transfer phone calls, be able to learn how to use RPS on the computer and it requires minor filing.

Daily or As Needed tasks:

1. Answer the phone and transfer to the appropriate person.
2. Wait on the public that come to the front window by directing them to the person or place they need, answer questions or look up reports.
3. Enter tickets and served warrants (Melissa will give you these) into Searcy RPS.
4. Collect bond sheets from the jail and sort them.
5. Make a court docket for District Court, Jail and PA's Office for each court date.
6. Sort and alphabetize tickets.
7. Send all accidents reports to the State Police headquarters at the end of each month.
8. Be able to look up incident and accident reports.
9. File bench warrants.
10. Other miscellaneous duties as assigned.



Bonds/Fines Clerk

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Administrative Supervisor

Location: Unit 1

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for manages bonds and fines, civil fees, citations, and collects restitution for victims.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enters misdemeanor warrants into local system SOMS.
2. Enters probation violation warrants from the Probation/Parole office into SOMS.
3. Enters felony probable cause warrants from all county agencies into SOMS.
4. Runs all warrants through ACIC and preps for entry into the system.

5. Enters misdemeanor, felony, probation, and probable cause warrants into ACIC/NCIC.
6. Enters juvenile pickup orders.
7. Files warrants when necessary.
8. Completes monthly reports for FBI and SS inquiries.
9. Works with Transport on pickups and extraditions.
10. Confirms warrants with Dispatch.
11. Communicates with other law enforcement agencies regarding PC warrants, holds, and extraditions.
12. Performs customer service for public.
13. Answers and transfers calls as necessary. Responds to public inquiries and questions.
14. Counts and balances accounts and completes daily reports.
15. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other

employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization.

The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Accounting, Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-07-29

Job Description for Bonds/Fines Clerk
Created by www.dbdescriptions.com

Craighead County

Detention Center Deputy Clerk

Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Administrative Office Manager
Location: Detention Center Facility
Date Prepared: February 12, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Completion of office clerical duties and responsibilities as assigned by the Detention Center Administrative Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completion of office clerical duties as assigned by Detention Center Administrative Office Manager.
2. Scan Detention Center records.
3. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and softwars, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit; regularly required to use hands to finger, handle, or feel; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ADDITIONAL INFORMATION

MINIMUM REQUIREMENTS

Possess knowledge of Windows, Microsoft Office, typing, copiers, scanners, and other standard office equipment. Prior clerical experience is beneficial but not required. Applicant must have exemplary customer service skills, accuracy and attention to detail as well as interpersonal skills, strong work ethic and professional demeanor at all times. Position requires a high school diploma.

GARLAND COUNTY
Position Description

JOB TITLE: Circuit Court Collections Bookkeeper

Exempt: (Y/N): No

DEPARTMENT: Enforcement

DATE PREPARED: February 2010,
July 2011, March 2018, April 2019, October 2021

SUPERVISOR: Office Administrator

SUMMARY:

Under the direction of the Office Administrator, the Circuit Court Collections Bookkeeper is responsible for all aspects of collections of past and current debts from inmates for the Circuit Court. The incumbent is also responsible for cross training within the department. This individual provides assistance to the public over the telephone and in person regarding specific fines. This individual must insure all functions are performed efficiently and in a professional and timely manner and ensure that each situation is handled according to County policy. The incumbent must also appear and testify in court. The incumbent is also responsible for the processing of the annual debt set-off, this process is sponsored by the State of Arkansas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned only if related to Circuit Court Collections.

1. Maintain files pertaining to Circuit Court cost bills and restitutions, and post all payments. Maintain accurate records and balances.
2. Assist the public with information regarding these fines both in person and on the telephone.
3. Provide callers with fine amounts, and/or answer general questions, regarding circuit Court and medical bills.
4. Assist the public with setting up a payment plan – Circuit Time Pays.
5. Verify and post details of transactions to proper accounts.
6. Collect Circuit Court fines and receipt from mail and in person.
7. Perform clerical duties such as typing and filing.
8. Process and upload annual state withholding requests.
9. Mail out annual statements to all accounts on file.
10. Respond to calls in reference to state income tax withholdings applied to accounts.

11. Appear in court, in reference to accounts, when called upon by the courts.
12. Provide assistance to the public's questions and suggest problem resolution relative to proper civil procedures for domestic and debt collection problems.
13. Cover for the Fines and Fees clerk position during their absence. This will include, but not limited to, receiving payments, answering public phone request and daily processing of the court docket.
14. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in the County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of High School diploma or general education degree (GED); and three (3) year clerical/general office experience. The incumbent should possess general computer skills.

OTHER SKILLS and ABILITIES:

1. Knowledge of the rules, regulations, terminology, and processes related to the completion and processing of varied accounting documents.
2. Ability to use initiative and sound independent judgment within established guidelines.
3. Ability to use judgment and determine matters such as where funds are to be credited, and have the skills necessary to interpret the legislation that mandates the use of the funds which the Sheriff's Office receives.
4. Aware of new and emerging technologies and their possible use in the Sheriff's Department.
5. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
6. Provides good interpersonal and communication skills, both verbal and written.
7. Willingness to keep current on computer skills, applications and office practices and obtain training as necessary.

PHYSICAL DEMANDS:

The employee demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, walk, talk, hear, reach with hands and arms, use hands to finger, handle, or feel objects. The employee must occasionally stand and kneel or crouch.

The employee may occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include the ability to adjust focus, close vision, color vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WHITE COUNTY

BONDS AND FINES

- 1.) Answer switch board phone lines. Transfer calls to the appropriate person. There is a high volume of calls.
- 2.) Wait on the public- answer questions, direct them to the person or place they are inquiring about.
- 3.) Be able to look up incident and accident reports.
- 4.) Count jail bonds received and make sure they match the paperwork provided by the jail.
- 5.) Receipt bonds and fees into the RPS system.
- 6.) Receipt circuit fine payments that come in the mail and any that come through the window.
- 7.) Receipt warrant payments that come through the mail or are paid at the window.
- 8.) File bench warrants.
- 9.) Daily close out-count money taken through out the day and match it to printouts. Roll the RPS system for the next day.
- 10.) Other miscellaneous duties as assigned.

WHITE COUNTY

Ticket Clerk Job Description:

The ticket clerk position requires you to be able to answer and transfer phone calls, be able to learn how to use RPS on the computer and it requires minor filing.

Daily or As Needed tasks:

1. Answer the phone and transfer to the appropriate person.
2. Wait on the public that come to the front window by directing them to the person or place they need, answer questions or look up reports.
3. Enter tickets and served warrants (Melissa will give you these) into Searcy RPS.
4. Collect bond sheets from the jail and sort them.
5. Make a court docket for District Court, Jail and PA's Office for each court date.
6. Sort and alphabetize tickets.
7. Send all accidents reports to the State Police headquarters at the end of each month.
8. Be able to look up incident and accident reports.
9. File bench warrants.
10. Other miscellaneous duties as assigned.



Captain - Enforcement

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Chief Deputy

Location: Unit 1

GENERAL DESCRIPTION OF POSITION

The Captain is responsible for enforcement of the Patrol Division, Criminal Investigation Division, Training Division, Administrative Division, Dispatch, Professional Standards, and Special Events and serves as the Commander of the Crisis Negotiation Team. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the enforcement of laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure all contacts with the Sheriff's office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
2. Keep current on Sheriff's Office policies and procedures, and federal and state laws to ensure that this agency is in compliance at all times.
3. Keep County policies and procedures current, while adhering to all federal and state laws to ensure this agency maintains County compliance at all times.

4. The Captain will oversee assignments lead by specialized units involving uniformed and/or non-uniformed personnel.
5. As Internal affairs investigator, receive internal and external complaints and notification of grievances of employees. Must use best judgment in making recommendations to effectively address the complaints and grievances.
6. Oversee special reports and grant applications.
7. Ability to write and conduct effective and meaningful performance appraisals of assigned employees.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), of four years in high school, plus night, trade extension or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Ability to organize, regulate, order, maintain, repair, and inventory equipment.

SUPERVISORY RESPONSIBILITIES

Departments supervised by this position include Patrol Division, Criminal Investigation Division, Training Division, Administrative Division, Dispatch, Professional Standards, and Special Events. The Captain will directly supervise the Commander of each division in enforcement and carry out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions,

proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could

possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties and also frequently with individuals in all level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Requires tact in discussing problems and presenting data and making recommendations.

Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with internal and external elected and appointed officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

State Certified Law Enforcement Officer
Advanced Certificate Holder
Certified Law Enforcement Instructor

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Senior Certificate Holder
Field Training Officer
Fire Arms Instructor
Special Teams Commander

SOFTWARE SKILLS REQUIRED

Intermediate: Other
Basic: Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Proficiency in specialized agency reporting systems, law enforcement related databases, and state standard portals.

OTHER SKILLS

Advanced supervisory and organizational training

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to use hands to finger, handle, or feel, talk or hear; and *frequently* required to stand, walk, sit; *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is *frequently* exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be licensed to operate the State ACIC (Crime Information Center) and the NCIC (National Crime Information Center) systems.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man caused disasters. The incumbent also should be able to effectively operate a calculator, computer.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2022-04-05 14:25:17

Job Description for Captain-Enforcement
Created by www.dbdescriptions.com

Craighead County

Sheriff Asst. Chief Deputy

Job Description

Job Code: 1000
Exempt: Yes
Department: Assistant Chief
Reports To: Chief Deputy
Location: Sheriff's Office
Date Prepared: February 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

The Assistant Chief Deputy is responsible for overseeing the day to day operations of the Craighead County Sheriff's Office as directed by the Chief Deputy and Sheriff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Assistant Chief Deputy is responsible for overseeing the day to day operations of the Craighead County Sheriff's Office as directed by the Chief Deputy. This duty is performed daily, about 100% of the time.
2. The Assistant Chief Deputy is responsible for assisting with employee and public complaints or grievances. This duty is performed annually, about 20% of the time.
3. Assist the Chief Deputy in any budgetary needs for each fiscal year. This duty is performed annually, about 5% of the time.
4. Assist the Chief Deputy in the determination of promotional appointments. This duty is performed annually, about 10% of the time.
5. Assist in the initial employment of potential Deputies and their Interview process. This duty is performed as needed, about 5% of the time.
6. The Assistant Chief Deputy will review daily patrol reports and ensure their proper documentation and procedure is followed. This duty is performed annually, about 15% of the time.
7. The Assistant Chief Deputy is on 24 hour call in the event of a major incident or employee related issue; and is to oversee or assign responsibility for major incidents at the direction of the Chief Deputy. This duty is performed as needed, about 20% of the time.
8. The Assistant Chief Deputy will oversee that training and technology be presented and continually updated for all deputies. This duty is performed annually, about 5% of the time.
9. The Assistant Chief Deputy will oversee and approve purchases and equipment needs for the patrol division and ensure that their equipment needs are satisfied. This duty is performed as needed, about 10% of the time.
10. The Assistant Chief Deputy will ensure that all assets and purchase orders assigned are properly documented and turned in to the Chief Deputy. This duty is performed as needed, about 10% of the time.
11. The Assistant Chief Deputy will make sure all employee records and files are kept and maintained properly. This duty is performed annually, about 20% of the time.

12. The Assistant Chief Deputy will oversee that all policy and procedures of the department are followed; and properly report to the Chief Deputy any issues or corrections/changes to that policy are needed. This duty is performed as needed, about 10% of the time.

13. The Assistant Chief Deputy is responsible for overseeing the SRO program and that all time and attendance is documented. This duty is performed as needed, about 10% of the time.

14. The Assistant Chief Deputy is responsible for the review of submitted time sheets from the patrol division. This duty is performed as needed, about 10% of the time.

15. The Assistant Chief Deputy will oversee all specialized divisions, including tactical team members and training. This duty is performed annually, about 5% of the time.

16. The Assistant Chief Deputy will be the liaison for all accident reports and e-citations. This duty is performed as needed, about 5% of the time.

17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 8 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer, advanced supervision experience required.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Database, Other, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Intermediate: Payroll Systems

Basic: Accounting, Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises and manages multiple departments through 3 to 5 supervisors who supervise 50+ employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general

policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl,

talk or hear; and occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**Sebastian County 2020
Division Commander 0400
Job Description**

Job Code: 11201+
Exempt: Yes
Department: Sheriff
Reports To: Major of Operations
Location: Sheriff's Office
Date Prepared: July 05, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Division Commander, under the supervision of the Major of Operations, is responsible for the management and overall operations of one or more of the following divisions: ADC, JDC, Civil, Criminal, Courts, CID or Patrol. Each ensuring the enforcement of federal, state, and local laws related to the promotion of public safety and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the management and overall operations of all aspects of the ADC, JDC, Civil, Criminal, Courts, CID or Patrol Divisions, while ensuring compliance with standard operating procedures.
2. Directs the activities of the various components of the Division, allocates manpower and equipment as appropriate. Formulates and prescribes work methods and procedures to be followed by assigned personnel.
3. Prepares and submits an annual budget to the administration's office for the Division for explanation and approval.
4. Direct and control the work assigned to subordinates. Evaluate performance of assigned subordinates.
5. Review and monitor any personnel problems present and take necessary action to ensure high morale among members of the Division. Assist in the selection, promotion and disciplinary activities of assigned personnel when required.
6. Regularly meet with personnel in the Division to develop and implement strategic plans.
7. Directs the preparation and analysis reports in order to ensure efficient operation, meet service demands, and comply with request for information regarding the activities of personnel within the Division.
8. Oversees the management of the Division's confidential buy money.
9. Provide input in the departmental goals and submit policy additions and/or charges for the Division.
10. Periodically evaluates subordinates and review employee performance.

11. Command and/or oversee the department's staff to ensure readiness to respond in a crisis situation.
12. Supervise the evidence custodian and ensures the security and integrity of evidence within the department.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement training and certification is necessary. Law Enforcement School of Supervision or equivalent, 40 hours of continuing education annually through classroom or online courses.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Leadership Courses

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Human Resources Systems, Presentation/PowerPoint
Basic: Accounting, Alphanumeric Data Entry, Database, Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities.

Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must occasionally lift and/or move more than 100 pounds;

regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must be in good physical condition and have the ability to operate a firearm. Average typing skills are necessary. Must meet polygraph, psychological, and physical requirements.

WORKING RELATIONSHIPS:

Contact with the Chief Deputy, Patrol Deputies, Communications Deputies, other law enforcement agencies and the general public, criminal suspects, prisoners, witnesses, and Detention Center personnel.

Threat of physical violence and/or injury as well as threat of civil law suit. The incumbent must work long hours. Minimum requirements for this position are 5 years of law enforcement experience along with an intermediate law enforcement certificate.



Captain/Jail Administrator

Job Description

Exempt: No
Department: FCSO
Reports To: Chief Deputy
Location: Unit II
Grade: FCSO

GENERAL DESCRIPTION OF POSITION

The Jail Administrator is responsible to plan, organize, implement, operations and programs in the Faulkner County Jail. The Jail Administrator shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Jail Administrator shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of Sheriff's Office employees in accordance with the Employee Handbook, Policy and Procedures, Faulkner County Ordinances, and Arkansas Statutes. The Jail Administrator is directly accountable to the Sheriff and Chief Deputy for the implementation of all of the Sheriff's orders and direction concerning the operation of the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and supervise Jail staff. Direct and supervise lieutenants. Ensure that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. Attend training of Jail

personnel in compliance with the State's certification program and the Sheriff's objectives. Attend training programs as required to keep current on issues affecting Jail Operations. Review and issue employee disciplinary reports.

2. Oversee the operation of the Jail. Maintain fire and safety codes as required. Maintain Jail responsibilities related to the transportation of inmates. Manage the required programs related to the housing, booking, and releasing of inmates. Ensure that inmates are informed of jail rules, inmates are properly released according to state and federal law.
3. Oversee Commissary and Inmate Trust Fund. Ensure the collection and assignment of intake funds to proper account in inmate trust fund. Sell third party phone cards and process commissary orders. Maintain accuracy of individual ledger accounts. Write monthly checks to the Treasurer for inmate funds collected as revenues. Write detainees checks upon release of balance of funds. Prepare statement of inmate funds for court as requested. Take deposits to the bank.
4. Oversee Food Services for the Jail. Ensure kitchens are operating properly and that meals are prepared according to menus. Work with medical staff to ensure menu is in compliance with state and federal regulations. Prepare food orders and maintain all required paperwork.
5. Building Maintenance. Investigate reports of required maintenance. Contract with outside repairs as needed. Light maintenance when necessary, including changing light bulbs and air filters.
6. Oversee 309 inmates. Ensure that all Act 309 inmates are performing their job assignments satisfactory. Serve as the point of contact with their state supervisor and provide armed supervision when tasks are required off campus.
7. Oversee Court Security. Provide and maintain order and a safe environment for all visitors and employees within the Criminal Justice Building.
8. Complete the following reports: Local government inmate cost report for calendar year; State jail inspection report; US Marshall Jail Report; Prison Rape Elimination Act Reporting (PREA); Fire Marshall report; Back flow report; US Department of Justice, Bureau of Justice Statistics survey of Sexual Victimization report; Death in custody reports as needed; and other reports as needed.
9. Meet with Juvenile Director about juvenile justice. Meet with jail chaplains to discuss inmate religious welfare.
10. Oversee and complete in house jail inspection on a daily basis.
11. Review detainee medical records as needed. Meet and deal with hostile or aggressive inmates. Meet with family members of inmates as needed. Grant meritorious good time to inmates.
12. Oversee and complete contract renewal each month as needed.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Four year college degree, or equivalent experience resulting in broad knowledge of a field related to the job, such as accounting, marketing, business administration, agriculture etc, plus 2 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: \$5.7 million

Funds, Property & Equipment Responsibility: Assist with budgeting and purchases from the County Jail budget.

SUPERVISORY RESPONSIBILITIES

Directly supervises 5 subordinate supervisor(s) who supervise(s) a total of 90-100 employee(s). Supervises 1 non-supervisory employee(s). Departments supervised by this position include Jail, Juvenile Detention, Court Security, Transport. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Not indicated.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Completion of Basic Jail Standards course.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheets, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear, *occasionally* required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance,

stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-03-22 10:21:04

Job Description for CapitalGate Administration
Created by www.afdcjobsolutions.com

Craighead County

Detention Center Jail Administrator

Job Description

Job Code: 1000
Exempt: Yes
Department: Jail Administrator Captain
Reports To: Sheriff Boyd
Location: Detention Center
Date Prepared: March 01, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Supervises staff and performs a variety of complex administrative functions related to jail operations, including:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Overseeing all jail operations; assuring staff and inmate safety and security; developing the budget; and coordinating inmate programs. This duty is performed daily, about 25% of the time.
2. Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; interprets, develops, communicates, updates and monitors policies and procedures; recommends improvement when necessary; and writes/ revises same. This duty is performed daily, about 25% of the time.
3. Negotiates contracts for jail services with contractors; monitors work processes of contractors to assure compliance with contract specifications. This duty is performed annually, about 20% of the time.
4. Monitors changes in laws, statutes, regulations, etc., that affect department functions and disseminates information to employees to assure correct application to work processes. This duty is performed annually, about 10% of the time.
5. Bills agencies for inmates being housed in the County jail. This duty is performed annually, about 10% of the time.
6. Enters information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports; maintains routine financial records. This duty is performed as needed, about 10% of the time.
7. Interacts with a variety of high level individuals to provide information, disseminate departmental information and assist in resolving administrative issues. This duty is performed as needed, about 5% of the time.
8. Reports administrative and/or operational problems to the Sheriff or Administrative Staff. This duty is performed as needed, about 10% of the time.
9. Performs other duties at the direction of the Sheriff. This duty is performed as needed, about 5% of the time.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Advanced Supervision Experience, HS Diploma or equivalent.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing
Basic: Accounting, Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management

functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises and manages multiple departments through 3 to 5 supervisors who supervise 50+ employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
Position Description

JOB TITLE: Captain Operations

Exempt (Y/N): Yes

DEPARTMENT: Detention Center

DATE PREPARED: December 30, 2014

SUPERVISOR: Chief Deputy of Corrections

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Chief Deputy of Corrections, the Operations Director is responsible for the supervision of all operational staff at the Detention Center and for the supervision, management and control of inmates. The Operations Director sees to the needs of inmates, their well-being, and the safety of staff/inmates at all times, especially when inmates are outside of the detention center. The Operations Director assists the Chief Deputy of Corrections in the management and control by overseeing the visual and audible supervision of inmates. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary. Performs duties for the Detention Center, including, but not limited to:

Leadership/Management

1. Serves as acting Chief Deputy of Corrections in the absence of the Chief Deputy of Corrections.
2. Serves as acting Security Director in the absence of the Security Director.
3. Supervises Program Director, ASU Staff, The Classification Supervisor, Court Security Staff and Road Crew Deputies and sees that all duties are carried out according to the County's Policies and the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Supervises inmates to provide for a safe and orderly environment.
5. Makes recommendations for areas of improvements to the Chief Deputy of Corrections.
6. Promotes meaningful communication by evaluating formal and informal lines of communication from staff to staff, staff to inmates, and staff to administration.
7. Moves throughout the Detention Center and off-site locations to verify that proper information and facts are shared, enhancing teamwork, and maintaining rumor control.
8. Instructs subordinates in proper procedures of their respective jobs and inspects work in progress and makes suggestions and issues directives for improvement.
9. Explains and defines responsibilities, objectives, and goals to subordinate supervisors for facility compliance and effectiveness.
10. Provides leadership by example.
11. Creates and maintains a mentoring environment for staff to develop.
12. Member of the Detention Center Management Team and leader of the Operations Team.
13. Oversee contract vendor series and correct deficiencies as appropriate to include but not limited to: Medical Service, Food Service, Commissary, and others as applicable.

Human Resources

1. Manages section schedules and post assignments.
2. Conducts regular performance evaluations on subordinate staff.
3. Makes decisions on disciplinary matters involving staff.
4. Approves section duty rosters, vacations and leaves, and training schedules in coordination with the Chief Deputy of Corrections.
5. Authorizes compensation time.
6. Participates in the recruitment and selection of new employees.
7. Reviews actions taken by immediate subordinates to confirm compliance with technical, managerial, and administrative requirements.
8. Oversee completion of on-the-job training to deputies as applicable.

Financial Management

1. Determines that the Operations Sections are adequately equipped with the needed equipment, supplies and furnishings and makes recommendations for purchases, as needed.
2. Advises the Chief Deputy of Corrections on annual budget recommendations and monitors expenditures of funds.
3. Oversees and complies with budget allocations.
4. Reconciles invoices with food service and medical vendors.

Correctional Management

1. Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
2. Makes certain perpetual audits are performed and initiates corrective action.
3. Oversees the rights of inmates.
4. Provides that all inmates are transported to appear in court, other jurisdictions and the Arkansas Department of Correction on proper dates and correct times.
5. Maintains and inspects areas of the Detention Center to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
6. Provides for facility security by use of shift staff and appropriate policies of administration.
7. Through security support, provides inmates operational services to include laundry, supplies, food and medical and mental health attention.
8. Oversees the visitation program and inmate laundry.
9. Acts as Sheriff's Office operational point of contact with food service, medical, commissary and inmate telephone vendors.
10. Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
11. Provides transport services for medical appointments for inmates.
12. Accurately operates the Detention Center's Jail Management System and develops reports as requested or required by Standards.
13. Develops, implements, and reviews the inmate classification system.
14. Inspects relevant reports and documentation on a daily basis and takes corrective action as needed.
15. Intervenes in crisis or stressful situations calmly, quickly, and decisively.

Criminal Justice System Community

- 1) Meets with the Sheriff, Chief Deputy of Corrections, Security Director, Program/Services Director, Criminal Justice Coordinating Committee, and other officials as needed.
- 2) Maintains contact with the general public, court officials, and other government officials in the performance of operating activities.
- 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- 4) Conducts tours of the Detention Center.
- 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the Program Director, ASU Staff, Classification, Court Security, Bailiff, Transportation and Road Crew Staff.
2. Indirectly supervises Detention Staff (approximately 100).
3. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
4. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.

5. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
6. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Exudes the ability to successfully operate the largest building in the County with one of the largest functional budgets. With a building this predominate in the community the Detention Center is likely to come under tremendous public scrutiny and the incumbent must have the qualities to respond in a positive and responsive manner.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass an assessment prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.
7. Agreement to maintain a drug-free and tobacco-free workplace.
8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of reliable transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Reasoning, using sound judgment and problem-solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. Four (4) years of related professional managerial experience in an adult detention facility or institution (preferably in a direct supervision environment) and a Bachelor's Degree in Criminal Justice, Public Administration, Business Administration or a related field from an accredited college or university is preferred. In lieu of a degree from a 4 year college and 4 years of experience, the following experience may be substituted as outlined below:
 - a. Nine (9) years of related progressive experience and an Associate Degree, or
 - b. Twelve (12) years of related progressive experience and CJ Certificate, or
 - c. Thirteen (13) years of related progressive experience
 - d. Each year of supervisory experience counts for 1.5 years of work experience.
 - e. Military experience counts for work experience.
 - f. Each 60 hours of completed classroom training accounts for one month of experience.
 - g. Training and professional certificates may count toward education or experience.
 - h. Educational course work taken, with a degree in progress or not obtained may count toward education or experience.

For example, John Smith has an Associate's Degree, 3 years in the military, 720 hours of classroom time and 5 years of related experience at Garland County. This meets the requirements of an Associate Degree and 9 years of related progressive experience.

2. Completion of, or ability to complete, Law Enforcement Training Academy or similar program.
3. Completion of, or ability to complete a jail standards course unique to Arkansas.
4. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
5. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
6. Willingness to pursue certification standards.

OTHER SKILLS and ABILITIES:

1. Possess knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Operations Director.
2. Possess knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Board.
3. Comprehensive knowledge and understanding of state and national standards including but not limited to: The Arkansas Detention Facility Standards for adult and juvenile, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails, the ACA Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
4. Displays a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines. Microsoft Office competence preferred.
5. Aware of new and emerging technologies and their possible use in the Detention Center.
6. Demonstrates the ability to analyze situations quickly and accurately and respond appropriately.
7. Shows a broad understanding in the field of criminology and corrections.

8. Comprehensive knowledge of the dynamics of human behavior.
9. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
10. Provide motivation for staff to want to learn and develop.
11. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
12. Displays the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
13. Demonstrates excellent organizational skills.
14. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
15. Provides good interpersonal and communication skills, both verbal and written.
16. Demonstrates advanced analytical skills and can perform higher mathematical functions.
17. Demonstrates the ability to develop and maintain work schedules and daily program schedules and coordinate schedules between programs and services.
18. Excellent working knowledge of correction and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
19. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
20. Demonstrates ability to effectively manage difficult personnel issues involving adverse actions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspections which may involve bending, lifting heavy objects, and

restraining inmates.

8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possesses the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly sedentary, although there is some walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.



Detention Administrator Job Description

Job Title	<i>Detention Administrator</i>
Reports To	<i>Undersheriff – Chief Deputy and Sheriff</i>

Job Summary:

The Detention Administrator, under the direction of the Undersheriff and Sheriff, plans, organizes and performs duties related to the daily operation of the W.C. "Dub" Brassell Adult Detention Center and the Jack Jones Juvenile Detention Center. The W.C. "Dub" Brassell Adult Detention Center is the responsibility of the Jefferson County Sheriff and houses up to 316 detainees per day. The Jack Jones Juvenile Detention Center also is the responsibility of the Jefferson County Sheriff and houses up to 86 detainees per day. The Detention Administrator is responsible for all aspects of the detention facilities and the employees working there.

Essential Duties and Responsibilities:

The duties of the office of county sheriff in Arkansas are divided into three (3) major areas. The sheriff is the chief enforcement officer of the courts, conservator of the peace in the county, and has custody of the jail.

- Assists in the screening and hiring of applicants to work in the detention facilities.
- Develops and maintains scheduling of personnel for efficient & effective operation of the detention facilities.
- Assist in the preparation and management of yearly budgets and effectively manage financial, informational, and physical resources to achieve Departmental objectives in accordance with Federal, State, and County policies.
- As assigned by the County Sheriff; plans, develops and evaluates department goals, objectives, policies, and procedures; assesses and evaluates departmental operations and activities and makes recommendations for improvement. Monitors and reviews trends in detention and criminal justice and recommends operational and policy improvements. Assures effective communications of detention issues and any changes in procedures and protocols.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels the employees concerning performance improvements.
- Performs a variety of specialized functions in areas of expertise as assigned, including field training, professional standards, administrative services, court security, jail and detention facility duties, and related functions.
- Maintains jail records, oversees detainee grievances; on rare occasions; transports detainees to and from courts and other jurisdictions or facilities as required. Completes a variety of reports and documents required for detainee incarceration and release, receives, and secures bonds on an occasional and temporary basis.
- Aid Jefferson County Sheriff's Office Training Division Commander in the development of a training plan for all staff.
- Completes detailed reports and required paperwork; and performs follow-up investigations as required.



Detention Administrator Job Description

- Monitors telephone and video calls and visitors of detainees including families, conducts, and/or supervises the conduct of internal investigations in the jail or involving detention staff transporting detainees.
- Ensures effective cleaning and maintenance of the detention facilities, vehicles, and equipment as assigned.
- Follow established Department policies and those outlined in the Jefferson County Sheriff's Office Employee Handbook.
- Other duties may be assigned at the discretion of the Undersheriff/Chief Deputy or Sheriff to fulfill the needs, objectives, and/or goals of the Jefferson County Sheriff's Office.

Special Knowledge, Skills, Abilities, or Education

- Through knowledge of the laws and statutes of the State of Arkansas along with all principles and practices of detention management.
- Knowledge of the principles and techniques of photography and fingerprinting.
- Able to calmly react both physically and mentally to a variety of emergency situations.
- Able to establish and maintain effective working relationships with and interact with supervisors, detainees, other law enforcement agencies, and the public.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.
- Able to apply and train others in regulations regarding jails and confinement of detainees and of the principles, techniques, and practices involved in detainee care and maintenance.

Essential Job Functions:

- Assure that the jail is operated in accordance with modern correctional procedures, and in accordance with all local, state, and federal laws and regulations related to corrections and jail operations. Including housing, feeding, clothing, medical care, recreation, safety and education of detainees.
- Subdues combatant detainees, forcibly if necessary, using handcuffs and other restraints; subdues detainees using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepares reports using appropriate grammar, symbols, and mathematical computations.
- May be required to walk, run, stand, stoop, crawl, or sit for prolonged periods of time; lift heavy objects or people; overcome the resistance of a suspect.
- Must be able to perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, and/or controlled substances.
- Must be physically able to perform all required duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional training.
- Must be knowledgeable of the proper procedures and policies for the sheriff's office.

Qualifications:

- Five (5) years of experience as a Detention Officer / Deputy Jailer or equivalent position in related field, including three (3) years in a supervisory role.



Detention Administrator Job Description


- Must be a citizen of the United States and a resident of Jefferson County.
- Must possess a valid Arkansas Driver's License.
- Must be at least 18 years of age on date of hire.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Associates or bachelor degree preferred.
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Jailer training course within nine (9) months of initial employment and must maintain a minimum of sixteen (16) hours of continuing education per year.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer.

Job Type: Full-Time (Safety Sensitive)

Salary: \$67,908.94

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021

**Sebastian County 2020
Division Commander 0400
Job Description**

Job Code: 11201+
Exempt: Yes
Department: Sheriff
Reports To: Major of Operations
Location: Sheriff's Office
Date Prepared: July 05, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Division Commander, under the supervision of the Major of Operations, is responsible for the management and overall operations of one or more of the following divisions: ADC, JDC, Civil, Criminal, Courts, CID or Patrol. Each ensuring the enforcement of federal, state, and local laws related to the promotion of public safety and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the management and overall operations of all aspects of the ADC, JDC, Civil, Criminal, Courts, CID or Patrol Divisions, while ensuring compliance with standard operating procedures.
2. Directs the activities of the various components of the Division, allocates manpower and equipment as appropriate. Formulates and prescribes work methods and procedures to be followed by assigned personnel.
3. Prepares and submits an annual budget to the administration's office for the Division for explanation and approval.
4. Direct and control the work assigned to subordinates. Evaluate performance of assigned subordinates.
5. Review and monitor any personnel problems present and take necessary action to ensure high morale among members of the Division. Assist in the selection, promotion and disciplinary activities of assigned personnel when required.
6. Regularly meet with personnel in the Division to develop and implement strategic plans.
7. Directs the preparation and analysis reports in order to ensure efficient operation, meet service demands, and comply with request for information regarding the activities of personnel within the Division.
8. Oversees the management of the Division's confidential buy money.
9. Provide input in the departmental goals and submit policy additions and/or changes for the Division.
10. Periodically evaluates subordinates and review employee performance.

11. Command and/or oversee the department's staff to ensure readiness to respond in a crisis situation.
12. Supervise the evidence custodian and ensures the security and integrity of evidence within the department.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement training and certification is necessary. Law Enforcement School of Supervision or equivalent, 40 hours of continuing education annually through classroom or online courses.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Leadership Courses

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Human Resources Systems, Presentation/PowerPoint
Basic: Accounting, Alphanumeric Data Entry, Database, Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities.

Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must occasionally lift and/or move more than 100 pounds;

regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must be in good physical condition and have the ability to operate a firearm. Average typing skills are necessary. Must meet polygraph, psychological, and physical requirements.

WORKING RELATIONSHIPS:

Contact with the Chief Deputy, Patrol Deputies, Communications Deputies, other law enforcement agencies and the general public, criminal suspects, prisoners, witnesses, and Detention Center personnel.

Threat of physical violence and/or injury as well as threat of civil law suit. The incumbent must work long hours. Minimum requirements for this position are 5 years of law enforcement experience along with an intermediate law enforcement certificate.



CID Lieutenant

Job Description

Exempt: No

Safety Sensitive: No

Department: Sheriff

Reports To: Not indicated *Chief Deputy*

Location: Not indicated *CID*

GENERAL DESCRIPTION OF POSITION

This position is responsible for conducting investigations and carrying out the investigative goals of the County's Department Criminal Investigation Division and supervising investigators. This position is governed by state and federal laws and department policy, and civil service rules and regulations. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise a staff of investigators and support staff in the CID by assigning, overseeing, and reviewing work, evaluating performance of subordinates, and initiating or reviewing disciplinary actions.
2. Conduct crime scene investigations, identify, collect and tag evidence; take photographs; lift latent prints; interview victims, witnesses and suspects; submit

evidence to the State Crime Laboratory for examination; write reports and affidavits for arrest and search warrants; serve arrest and search warrants, subpoenas and other legal papers; and recover stolen property.

3. Make arrests; fingerprint and photograph suspects; check background of suspect; and prepare case files and evidence for the Prosecuting Attorney for filing of charges; testify before grand juries; and follow cases through court to completion; review reports and intelligence from other law enforcement agencies; and develop and maintain contact with informants in obtaining information about cases under investigation.
4. Perform internal investigations and undercover narcotic investigations.
5. Audit investigator's case files.
6. Maintain narcotic purchase fund.
7. Complete Detective evaluations.
8. Ensure the maintenance of division equipment.
9. Answer telephone calls about police related questions from the general public.
10. Maintain contact with informants in obtaining information about cases under investigation.
11. Prepare and update case files. Ensure that files contain reports and relevant information.
12. Appear in court to testify when necessary.
13. Serve as the contact person between the Drug Task Force and the Police Department on all drug cases.

14. Perform background investigations on potential candidates for employment.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the

planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Driver's License and Basic Law Enforcement Certification and 40 Hours LE Training. The incumbent must be licensed to operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State CIC (Crime Information Center) and the NCIC (National Crime Information Center).

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not Indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Other, Word Processing/Typing
Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; and *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in additions, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory. Ability to interpret a variety of city, county, state and federal laws making decisions and taking action quickly.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: ~~2015-10-08 15:01:40~~ 11-1-2021

Craighead County

Sheriff Lieutenant

Job Description

Job Code:	1000
Exempt:	Yes
Department:	Lieutenant Deputy Sheriff
Reports To:	Assistant Chief Deputy
Location:	Sheriff's Office
Date Prepared:	February 13, 2019
Date Revised:	July 29, 2019

GENERAL DESCRIPTION OF POSITION

A Lieutenant is to oversee a particular department to which he/she is assigned and reports to the divisional Captain. The Lieutenant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. A Lieutenant is to oversee a particular department to which he/she is assigned and reports to the divisional Captain. This duty is performed daily, about 50% of the time.
2. The Lieutenant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed. This duty is performed daily, about 40% of the time.
3. The Lieutenant is responsible for the review of all time sheets submitted by staff in their division. The Lieutenant is also responsible for approving all requests by a Deputy for time off (vacation/comp/personal). This duty is performed monthly, about 10% of the time.
4. The Lieutenant of the division is to report any employee related issue to the division Captain as soon as possible. This duty is performed as needed, about 10% of the time.
5. The Lieutenant is to report any citizen complaint immediately to the divisional Captain. This duty is performed as needed, about 10% of the time.
6. The Lieutenant is to review all work and performance by staff to ensure that the most efficient method is being exercised. This duty is performed as needed, about 10% of the time.
7. The Lieutenant must adhere to the job duties and qualifications as any staff member under his/her command. This duty is performed as needed, about 10% of the time.
8. The Lieutenant will assist and notify the Captain of any divisional issues and a course of corrective action. This duty is performed as needed, about 10% of the time.
9. The division Lieutenant will keep the Captain informed in the event a directive needs to be altered or request any changes. This duty is performed as needed, about 10% of the time.
10. The division Lieutenant will request when needed, any equipment or purchase from the Captain for his/her shift. This duty is performed as needed, about 10% of the time.
11. The Lieutenant of a shift is a direct line supervisor in the patrol division and will oversee patrols within the county and strictly enforce patrol areas. This duty is performed as needed, about 20% of the time.

12. The Lieutenant must make sure that all arrests/contacts are logged and submitted. This duty is performed daily, about 10% of the time.

13. The Lieutenant must oversee and ensure that body cameras are used when applicable and deputies adhere to policy/procedure and the proper download/documentation prior to the end of shift. This duty is performed daily, about 10% of the time.

14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area, e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner,

and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: ENFORCEMENT LIEUTENANT

Exempt (Y/N): Yes 2018
DATE PREPARED: October 1996
August 2004, September 2011, May 2019

DEPARTMENT: Sheriff
SUPERVISOR: Captain

Summary:

Under the general direction of an Enforcement Captain, the Enforcement Lieutenant performs administrative, managerial, and professional law enforcement duties related to criminal investigations, patrol, traffic control, dispatch and civil processing. Plans, directs and coordinates the daily operations of the CID/Patrol division. The Lieutenant must ensure that all duties are performed according to county policy and procedures and in accordance with Federal and State laws. Occasionally, this person will be required to supervise the apprehension or retrieval of victims of crimes or disasters of any nature that might be within this jurisdiction. This person must have the mental stability, physical ability, and knowledge to effectively carry out the orders of a court or make a decision based upon previous experiences concerning a felony or other crime committed. Work involves an element of personal danger and the incumbent must be able to act without supervision or direction, relying on training and experience, plus exercise independent judgment in meeting all emergencies. This deputy has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. The deputy is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis. Anthrax and terrorism are now also added to this list.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- L. Consult and plan with administration for departmental activities, work priorities, and personnel needs.
- ± Manages the day-to-day operations of the CID/Patrol division; participates in the overall management of the department by proposing policy changes and implementing the same upon approval.; provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures; prepares periodic reports as needed to apprise department management of various conditions and results; performs internal investigations and determination of corrective actions upon assignment.

3. Monitors CID/Patrol shift schedules; acts as a liaison between enforcement sergeants, dispatchers and administration; maintains records; evaluates subordinate performance; may be assigned to a special function other than CID/Patrol, i.e., administrative or court services; may participate in directing search and rescue; conduct and/or supervise staff in performing extensive manhunts for wanted persons.
4. Assists in development of staff law enforcement skills; implements training programs and monitors staff progress; assists in maintaining departmental records showing training and certification achievements & activity; appraises staff of available training opportunities; coordinates training functions with the training division.
5. Develops strategic plans related to prevention and investigation of crime, protection of life and property, care and custody of prisoners, and communications.
6. Monitors performance of division personnel; assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee retention and advancement, discipline and discharge; reviews grievances and serves on the board for resolution in the grievance process.
7. Responds to calls for service, i.e., domestic disputes, crime in progress, etc.; investigates drug and alcohol offenses; investigates drug related crimes; makes arrests for possession of illegal substances; investigates burglaries of homes and vehicles; takes reports of rape and child abuse incidents, conducts interviews; patrols and monitors roadways to observe traffic for violations of traffic laws and local ordinances; issues citations; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; executes official documents of the court serving arrest warrants subpoenas, etc.
8. Reports to accident scenes and aids injured persons, control traffic in the area; investigates cause of accident, takes photos, collects evidence, and prepares reports on details after determining responsibility for accidents.
9. Prepares reports on criminal activities; reviews reports and daily logs of deputies; keeps time sheet records; prepares shift memos.
10. Performs class room instructions in law enforcement techniques and practices; advises neighborhood watch groups regarding processes and procedures.

11. Coordinates personnel and resources with other agencies, i.e. Hot Springs Police Dept, National Park Service, Arkansas State Police, Arkansas Game & Fish, State Parks, Corp of Engineers, Forest Service, and other municipalities within Garland County when necessary.
12. Oversees the Field Training Program and monitors reports and the progression of the trainees.
13. Attends court proceedings; offers testimony regarding various criminal and traffic cases; responds and appears at federal proceedings upon being subpoenaed; performs court security or assigns subordinates to security functions in special situations; perform collection technician function for chain of custody evidence.
14. Performs any other related duties as required.

SUPERVISORY RESPONSIBILITIES:

Supervises up to 24 full time employees and at times the entire Sheriff's Department as well as reserve officers when they are working. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

1. Required Knowledge, Skills, and Abilities:
Considerable knowledge of local, state, and federal laws; procedures and techniques of police work; arrest, search and seizure laws; booking procedures, court procedures; departmental operations and procedures; county geography. **Working knowledge** of English, grammar, and technical writing skills; basic investigation techniques and methods.
2. The lieutenant has extensive contact with the public, various agencies at all levels and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others under his/her supervision. Ability to communicate effectively with the public, various agencies and co-workers often under adverse conditions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, to train others in the apprehension and detention of felons, misdemeanants, and the insane, feeble, sick, etc.

1. Skill in the operation of motor vehicles at high speed and in dangerous situation; skill in the use of various firearms; communication equipment; computers and computer programs; non lethal weapons.
4. Ability to plan and organize the work of assigned personnel; interpret and apply the criminal code; react effectively in emergency and stress situations; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances with tact and impartiality; follow standard safety practices and procedures common to law enforcement work; communicate verbally, and in writing; establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.
5. Must be 21 years of age.
6. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
7. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
8. Be of good character as determined by a thorough background investigation.
9. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
10. Must be examined by a licensed physician and meet the physical requirements prescribed.
11. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
12. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.

13. Possess and maintain a valid Arkansas driver's license.
14. Working knowledge of the county.
15. The ability to observe situations and to report and record them clearly and accurately.
16. Be able to understand and follow oral and written instructions.
17. The ability to establish and maintain working relationships.
18. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or General Education Degree (GED) and five (5) years related experience and/or training in law enforcement; jail standards, and civil process procedures; and Arkansas Law Enforcement Training Academy (ALETA). The incumbent must be knowledgeable of state standards and state/federal court cases involving the litigation and lawful execution orders. Attendance in supervisory school is required. The deputy must complete quarterly weapons training and qualifications and be certified in any other equipment or weapons used such as; ASP, PR-24, Defensive Tactics, etc. Education is ongoing as laws and ordinances change quite frequently and certain certifications must be updated.

OTHER SKILLS and ABILITIES:

This person must have working knowledge of what is necessary to obtain proper care for persons detained or otherwise observed personally or by subordinates. Technical skills include typing, computer, Latent print identification, evidence collections skills, etc. The incumbent must have the ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, or the general public. He is responsible for funds and/or property up to \$100,000. This officer must maintain a professional attitude even in the most unpleasant circumstances and must be able to communicate with other county officials, law enforcement agencies, judges, as well as spouses, parents, and children. He has extensive contact with fellow employees and the general public and must have a professional manner. This office has an occasional use of highly complex machines such as guns, shotguns, batons, pepper spray, cameras, road spikes, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. The employee frequently is required to sit, stand or walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and frequently with explosives. The employee frequently works near moving mechanical parts. The employee occasionally works in high precarious places and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate.



**2021 Saline County
Sheriff - Lieutenant - CID
Job Description**

Exempt:	Yes
Department:	Sheriff's Criminal Investigative Division
Reports To:	Chief Deputy
Location:	735 S. Neeley St., Benton, AR., 72015

GENERAL DESCRIPTION OF POSITION

This slot is the commander of the Criminal Investigation Division of the Saline County Sheriff Office. This position is responsible for the day to day operations of the Division supervising all employees of the division. This position is responsible as Incident Commander of Critical Incidents. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise all employees of the Criminal Investigation Division.
2. Supervise the processing of crime scenes.
3. Supervise the evidence collected and processing.
4. Find training classes and schedule for CID personnel.
5. Approve and assign reports on a daily basis.
6. Approve and close supplemental reports.
7. Check case files that are being turned into the prosecutor's office.
8. Supervise training of all CID personnel.
9. Make contact with public on complaints against division to determine validity.
10. Supervise preparing of monthly reports and provide Sheriff with reports.
11. Maintain drug fund and records and dispense buy money to narcs as needed.
12. Work with media on information and press releases.
13. Determine equipment and supply needs for CID and place orders.
14. Work with other Law Enforcement agencies in coordination of LE activities.
15. Solve problems with computers and software in the division.
16. Supervise the execution of search warrants and arrest warrants and make sure they are accurate.
17. Supervise interviews and interrogations so that they are done properly.
18. Incident Commander in critical incidents.

19. Supervise sex offender registration program.
20. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 9 to 10 years related experience and/or training, and 8 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Criminal Investigation Division, Domestic Violence grant positions, Narcotics

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; and frequently required to climb or balance; occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. Exposure to danger is possible and carrying a firearm is required. Knowledge of principle, practice and techniques law enforcement, criminal justice system, self-defense and use of firearms. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or a designated representative and are subject to be changed when deem in the best interest of the Sheriff's Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Sebastian County 2020
Lieutenant Lead Investigator CID 0400
Job Description

Job Code: 31001
Exempt: No
Department: Sheriff
Reports To: Division Commander
Location: Sheriff's Office
Date Prepared: April 28, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Lieutenant Lead Investigator, under the supervision of the Division Commander, is responsible for the management and overall operations of CID, and ensures the enforcement of federal, state and local laws related to the promotion of public safety and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs, as lead investigator, and conducts in-depth investigation of criminal acts (homicide, burglary, rape, theft), collects evidence, makes arrests, conducts search and seizure, assigns activities to assisting Patrol Deputies while complying with all constitutional rights of suspects.
2. Prepares arrest reports, incident offense reports, and other activity reports on a daily basis, or as needed. Types and files reports referencing appropriate case number.
3. Communicates with law enforcement and other agencies to exchange information.
4. Escorts prisoners, keeps order in courtroom, serves warrants, subpoenas, and other court related documents.
5. Provides information to insurance companies and other agencies pertaining to cases as is appropriate.
6. Transports prisoners and mentally incompetent persons to Department of Correction, State Hospital, Courts and other agencies.
7. Conducts presentations to citizens about drug abuse, neighborhood watch programs, programs of the elderly, crime prevention programs, and other community service activities.
8. Maintains interior and exterior of vehicle, stocks supplies to be kept in vehicle.
9. Participates in advanced and specialized training (tactical team, forensic unit).
10. Testifies in court concerning criminal cases.
11. In the absence of a Division Commander CID, the Lt Lead Investigator is responsible for the management and operations of the CID, under the supervision of the Major Of Operations.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 6 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic L.E.O, and CID Basic

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Crime Scene Basic, CID Basic, DEA Basic, Investigation Courses, Meth Lab and CVSA

SOFTWARE SKILLS REQUIRED

Mastery: Presentation/PowerPoint, Word Processing/Typing

Advanced: Spreadsheet

Intermediate: Contact Management

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Database, Human Resources Systems, Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work. In addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Law enforcement training and certification is necessary. Two years law enforcement experience and training in criminal investigation techniques needed.

On call 24 hours per day. Threat of physical violence and/or injury and exposure to dangerous situations.

OTHER SKILLS and ABILITIES:

Must be in good physical condition and have the ability to operate firearms. Must meet State requirements (Polygraph, Psychological, and physical).

WORKING RELATIONSHIPS:

Contact with the Division Supervisor, the Sheriff, Chief Deputy, Arkansas State Police, the FBI and other law enforcement agencies, Patrol Deputies, citizens of Sebastian County, and criminal suspects.



Receptionist CID

Job Description

Exempt: No

Department: Sheriff

Reports To: ~~Chief~~ Investigator Sergeant

Location: CID

GENERAL DESCRIPTION OF POSITION

The incumbent provides administrative assistance and secretarial duties for the Criminal Investigation Unit. He/she ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. This position assists office staff, attorneys, Judge, and the general public with numerous tasks. The incumbent is essentially the "gatekeeper" for the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets all visitors to the CID unit.
2. Answers and directs all incoming phone calls to appropriate investigator.
3. Register all convicted sex offenders living in Faulkner County's jurisdiction. Manages case notes for all offenders.

4. Assist the CID Lieutenant with their schedule and informational needs.
5. Take Complaints from the public as needed, and forward the information on to the appropriate person.
6. Purchase or assist in the purchasing of office supplies and minor equipment for the office.
7. Perform other secretarial duties which include work processing, data entry, photocopying, faxing documents, filing, preparing and mailing correspondence.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of employee(s). Supervises 0 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions; Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Word Processing/Typing
Basic: 10-Key, Accounting, Contact Management, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear; *regularly* required to sit; *frequently* required to walk, use hands to finger, handle, or feel; and *occasionally* required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-11-07 08:49:26 (1)-2021

Craighead County

Detention Center Deputy Clerk

Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Administrative Office Manager
Location: Detention Center Facility
Date Prepared: February 12, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Completion of office clerical duties and responsibilities as assigned by the Detention Center Administrative Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completion of office clerical duties as assigned by Detention Center Administrative Office Manager.
2. Scan Detention Center records.
3. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic, Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed, operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit; regularly required to use hands to finger, handle, or feel; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

MINIMUM REQUIREMENTS

Possess knowledge of Windows, Microsoft Office, typing, copiers, scanners, and other standard office equipment. Prior clerical experience is beneficial but not required. Applicant must have exemplary customer service skills, accuracy and attention to detail as well as interpersonal skills, strong work ethic and professional demeanor at all times. Position requires a high school diploma.

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: Receptionist/Clerk – Sheriff

Exempt (Y/N): No

DATE PREPARED: October, 1996

August, 2011 October, 2015

DEPARTMENT: Sheriff's Department

SUPERVISOR: Chief Deputy

SUMMARY:

Under the supervision of the Chief Deputy the Receptionist/Clerk acts as the receptionist and telephone operator for the Sheriff's Office. Assists employees with paperwork and policies, and keeps the files for the Division. The Receptionist/Clerk assists the public both in person and on the telephone. The incumbent sees that all office functions are performed efficiently and in a professional and timely manner. The Receptionist/Clerk is responsible for the day to day administrative support function of the Sheriff's Office and handles each situation according to County, Sheriff's Office, and Detention Center policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

1. Performs duties for the Sheriff's Office, including, but not limited to:
 - a. Assists the Sheriff/Chief as needed/directed.
 - b. Greets individuals entering the Sheriff's Office, provides information, or directs them to the appropriate individual within the Division or to others in the Sheriff's Office, as necessary.
 - c. Professionally greets, screens and processes professional visits.
 - d. Answers and screens a large number of calls, directing phone calls to appropriate persons or departments, or takes accurate messages in a polite and efficient manner.
 - e. Perform secretarial duties for the Division such as typing, filing, fixing, photocopying, posting notices and memos, and distributing materials.
 - f. Maintains inventory of office supplies and forwards orders to Chief for approval as necessary.
 - g. Opens, redirects, and distributes office mail, as necessary.
 - h. Enters monthly statistical reports into the computer.
 - i. Provides assistance, as needed, to other office staff.
 - j. Assists Sheriff's Office Bookkeeping in basic bookkeeping duties, as needed.

- l. Processes applications and forwards to the Human Resources Office.
- l. Conducts all liaison activities in a professional manner to provide for maximum cooperation between and among the County, the public, and other agencies.
- m. Responsible for overall office management, ordering supplies, any special orders, sets up appointments for the Management Team as well as the conference room and distributing memos to appropriate Divisions.
- n. Maintains an accurate and organized filing system.
- o. Responsible for accreditation as it relates to assigned responsibilities.
- p. Assists in the development, application and maintenance of related documents (i.e., policy and procedures, forms, etc.) necessary to maintain accreditation and provide for high standards of work.
- q. Coordinates the installation and operation of computer services to support office functions.
- r. Accurately and neatly, reproduces routine Sheriff's Office correspondence, letters, memoranda, cards, and reports.
- s. Maintains a schedule of meetings and makes arrangements for conferences, interviews, and other program activities.
- i. Maintains files of correspondence, records and other documents.
- u. May assume additional duties as requested or directed by the Chief Deputy.

SUPERVISORY RESPONSIBILITIES:

- l. Carries out responsibilities in accordance with the County's policies, the Garland County Sheriff's Office Policy and Procedure Manual and applicable laws and ordinances.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. May be required to take and pass an assessment prior to employment.
2. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
3. Willingness to submit to and pass urinalysis.
4. Agreement to maintain a drug-free and tobacco-free workplace.
5. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
6. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
7. Fluent in English.
8. Is a positive role model for the Sheriff's Office, volunteers and visitors.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent. Associate Degree or the equivalent college work, preferred.
2. Minimum of two (2) years previous clerical experience in a general office/ secretarial setting.
3. Previous experience working with the public is preferred.
4. Willingness to work irregular hours

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work.
2. Displays a functional understanding of general office procedures, computers, multi-line telephone operation, typing skills, filing according to office procedure, copier, basic calculator, use of other general office machines and accurately enters information.
3. Proficient in computer software (minimum of Microsoft Word and Microsoft Excel).
4. Ability to accurately type a minimum of 60 wpm.
5. Demonstrates exceptional organizational skills, attention to detail and a desire to achieve accuracy in all transactions.
6. Provides good interpersonal and communication skills, both verbal and written.
7. Possess a clear voice and proper usage of the English language when communicating both in person and on the telephone.
8. Can perform basic mathematical functions.
9. Able to think and act quickly in medical, fire or other emergency situations.
10. Willingness to keep current on computer skills, applications and office practices and obtain training as necessary.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
2. Provides problem solving skills and the ability to analyze situations quickly and accurately and respond appropriately.
3. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
4. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
5. Aware of new and emerging technologies and their possible use in the Sheriff's Office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift and/or move up to 25 pounds.
7. The work is mostly sedentary.
8. Appropriate oral skills to be clearly understood on the telephone and in person.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment is may be moderate.

Sebastian County 2020 Records Specialist 0400 Job Description

Job Code: 39001+
Exempt: No
Department: Sheriff
Reports To: Administrative Coordinator & Records Supervisor
Location: Not indicated.
Date Prepared: April 22, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Admin Coordinator & Records Supervisor and is responsible for maintaining complete warrants, subpoenas, civil records, and various legal documents for the Sheriff's department. The Records Specialist position is governed by departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives warrants, protection orders and body attachments, subpoenas, writs of executions, writs of assistance, and writs of evictions civil papers. Logs numbers, prepares warrant jackets and serves, assigns or mails to other jurisdictions for service.
2. Reviews Adult Detention Center docket sheets to assure all warrants have been served and are routed to proper court.
3. Performs criminal history check for other agencies and the public as requested.
4. Responsible for all incoming calls to the records office from individuals, law enforcement, government agencies and the general public, providing information concerning status of warrants, criminal summons, civil papers, writs, and subpoenas when requested.
5. Maintains records of reported motor vehicle accidents and routes reports to proper state authority.
6. Receives and serves more than 13,000 (yearly) subpoenas by telephone, routes others to proper division for personal services.
7. Responsible for the accurate entry of more than 13,000 (yearly) warrants into ACIC/NCIC system as mandated by Federal and State Law.
8. Responsible for researching and locating accurate and dependable information to identify individuals to accommodate entry into the ACIC/NCIC system and meet validation requirements. Exceeds 28,000 records per year.
9. Required to perform monthly validation of all warrant and protection orders in the Perform monthly validation of all war rents and protection orders in the ACIC/NCIC system to ensure that all records are complete, accurate, and still active. Exceeds 15,000 records per year.
10. Responsible for ensuring that all records that are no longer current have been removed from ACIC/NCIC, the AS400 systems, and AEGIS in a timely manner limiting wrongful arrests and seizures.

11. Responsible for utilizing telephone and written correspondence to contact other agencies regarding individuals wanted on minor offenses and to arrange surrender and service of warrants.
12. Performs local criminal history background checks for employment as requested.
13. Researches and provides arrest histories for court petitions for "order to seal" and "expunged" orders.
14. Performs audit of seized assets monthly.
15. Collects money for Civil Fees, Writs, Notice to Quit, Petition to Seal, accident reports, incident reports and arrest record checks.
16. Receives Writs of Execution - inventories seized properties, sets up sale dates and advertises for auctions. Completes paperwork regarding the auction & release of property. Performs audit of seized assets monthly.
17. Receives and assists visitors in person, answer phones, provides information and/or refers to appropriate parties or individuals as necessary.
18. Receives and invoices child support, APERS and state writs and runs receipts for checks monthly.
19. Receives civil papers. Records and issues to deputies for service. Receives original copy after service, and return to appropriate courts.
20. Registers sex offenders.
21. Runs end of the month reports for supervisors. Responsible for sending bond conditions.
22. Receives protection orders from Circuit Court and ensures all orders (temporary, amended, and finals) are entered into AS400 and AEGIS, served on the defendant and sent back to the court.
23. Responsible for sending protection orders to other agencies to be served on defendants with addresses outside of Sebastian County, including prisons. Also receives protection orders from outside agencies and ensures all orders are entered into AS400 and AEGIS, served on the defendant and sent back to proper agency.
24. Responsible for the accurate entry of more than 100 (yearly) protection orders into ACIC/NCIC system as mandated by Federal and State Law, including updating information if an amended order is issued and when the final order is issued.
25. Required to perform monthly validation on property files, missing persons, and wanted persons in the ACIC/NCIC system to ensure all records are complete, accurate, and still active.
26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

ACIC/NCIC Certification - basic and advanced

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Accounting, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to sit, reach with hands and arms, taste or smell; and frequently required to stand, walk, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Civil Process Supervisor

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff's Office

Reports To: Patrol Commander Lieutenant

Location: Not indicated

I. Civil Process Job Description

II. Supervisory Job Description

III. Deputy Job Description

GENERAL DESCRIPTION OF POSITION

The Civil Process Supervisor is a senior law enforcement officer who reports directly to the Patrol Commander Lieutenant and is under the general supervision of the Chief Deputy.

Civil Process

In this capacity, the Civil Process Supervisor is responsible for supervision of personnel and the administrative duties of civil process. The incumbent is responsible for exercising and supervising others with an in-depth knowledge of law enforcement administration, specifically civil process law and procedure, in protecting and serving the County by enforcing the constitution. The incumbent prepares special reports and gives community presentations. This position must meet all commission on law enforcement standards and training requirements including but not limited to civil process and must be a certified law enforcement officer meeting all training and experience requirements for the position.

Deputy

Under the guidance and direction of the Shift Sergeant and/or Patrol Commander Lieutenant, protects and serves the County by enforcing laws, both traffic and criminal; as well as rendering aid when called upon. With minimal supervision, displays a high level of initiative, effort and commitment in completing assignments. Under general supervision performs a variety of responsible, sensitive, technical, and clerical work in support of the Faulkner County Sheriff and civil process service.

Must have experience requirements for specific assignments.

I. Civil Process:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves and enters civil papers into SOMS and enters body attachment from Office of Child Support.
2. Assists the Prosecutor's office with protection orders and serving papers.
3. Tracks cases on Court Connect and Justice Exchange.
4. Testifies in court when necessary.
5. Arrests and transports individuals to Detention.
6. Prepare legal correspondence.
7. Executes writs; seizes, catalogs, and stores property in storage units until ready for auction.
8. Performs any other related duties as required or assigned.

II. Supervisory Job Description:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. As a representative of the Sheriff's Office, answers all complaints and questions, which include civil matters, civil standbys, property disputes, and any other matter requiring law enforcement assistance. Understands entire process for serving civil papers. Serves civil papers and warrants.
2. Completes and files reports, interviews suspects and witness when necessary, and makes court appearances when necessary. Be able to take case from start to finish.

3. Maintains documentation and conducts or arranges for routine maintenance required of the patrol unit and related equipment used in the vehicle.
4. Ensures all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
5. Receives advanced training in the areas of law enforcement, supervision, and civil process.
9. Keeps current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.
10. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up. Supervise civil process deputies assigned as well as civilian personnel as it pertains to civil process.
11. Oversees and supervises Administrative Deputy as it pertains to civil process.
12. Performs civil process duties in absence of the Administrative Deputy.
13. Oversees, reviews, and serves civil paperwork and enters into SOMS.
14. Performs any other related duties as required or assigned.

III. Deputy Job Description:

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols all areas of the County, investigates/reports motor vehicle accidents, and assists other agencies investigating accidents and other violations of the traffic laws.
2. Protects and secures accident, disaster and crime scenes in order to preserve evidence, and protect persons and property by using techniques such as additional manpower, sealing off the area, barricades, locking and guarding establishments, properly place patrol car, and re-route traffic; administer medical aid to preserve life, minimize injuries, prevent shock and prepare for transportation to medical facility.
3. Answers all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil standbys, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Must be proficient in all court processes and security.
4. Handles complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other

associated procedures.

5. Notifies next of kin and attempts to locate persons in order to convey death or serious injury message; gives emotional and physical support through personal or telephone contact, by utilizing friends, relatives or clergy and applying human relation skills.
6. Completes reports and maintain files, interviews suspects and witnesses when necessary and appears in court for testimony. Serves civil process and warrants.
7. Conducts or arranges for routine maintenance required of the patrol vehicle and related equipment used in the vehicle to include complex technical and scientific equipment, such as BAC Datamaster, radar/lidar, video equipment, evidence collection equipment, automated fingerprint ID system.
8. Maintains public relations by conducting seminars and speaking to local groups on law enforcement, participates in manhunts, provides child information cards at community events, and disseminates information in order to make the public more knowledgeable and other duties as directed by their Supervisor.
9. Collects and retains contraband and evidence in order to seize illegal items and items of evidence in criminal and civil cases, and documents charges filed by following search and seizure procedures.
10. Obtains and serves arrest warrants and takes individuals into custody as required by the court and Arkansas State Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises of Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.
11. Assists in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
12. Ensures all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
13. Ensures the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
14. Represents the Sheriff's Office in a professional manner to enhance the County's image.

15. Performs any other related duties as required or assigned.

QUALIFICATIONS

Must have experience requirements for specific assignments.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus three years related experience and/or training, and 12 to 18 months related management experience; or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

As assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in one-on-one and small group situations with customers, clients, general public and other employees of the organization. Ability to read, compose, and comprehend simple instructions, short correspondence, notes, letters and memos.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to successfully manage problems involving few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the

planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree and would affect the work operations of a small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, copy machine, scanner, laminator, other misc. office equipment).

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial loss(es) to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Frequent contacts with other departments or offices; consults on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement supervision courses

Civil Process Training

ACIC Level II

SOFTWARE SKILLS REQUIRED

Intermediate: contact management, word processing/typing

Basic: Database

ADDITIONAL SOFTWARE SKILLS

As required.

OTHER SKILLS

As required.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; and *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to outdoor weather conditions; and *occasionally* exposed to work near moving mechanical parts, work in high, precarious places.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgement; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man caused disasters. The incumbent also should be able to effectively operate a calculator, computer and keyboard.

More ADDITIONAL INFORMATION

Not indicated.

Last Modified: 2021-11-1

Job Description for Deputy

Created by www.tbtdescriptions.com

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: Enforcement Corporal

Exempt (Y/N): Yes	DEPARTMENT: Sheriff
DATE PREPARED: June 2002, June 2004, October 2011, August 2016, October 2017, March 2019	SUPERVISOR: Enforcement Sergeant

SUMMARY:

Under the direction of an Enforcement Sergeant, the Enforcement Corporal is responsible for the supervision of Investigators and Deputies assigned to a specific shift. The Enforcement Corporal performs the regular duties of an Investigator/Deputy by maintaining the peace by enforcing the laws; investigating accidents/crimes; supervising and maintaining the health, safety, and property of persons at the scene of a crime/accident or in an emergency situation. The incumbent responds to public requests for assistance and implements crime prevention measures. Work is performed on foot and/or in a patrol car and involves an element of personal danger. The incumbent must be able to act without direct supervision and exercise independent judgment in meeting emergencies. The Enforcement Corporal must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This individual has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. The Enforcement Corporal must be alert at all times due to the danger of situations encountered and must be able to detect weapons and illegal substances of all kinds, not only the obvious types, but also items that conceal weapons or contraband. This officer is also exposed to contagious and infectious diseases, such as HIV, Hepatitis A, B, and C, MRSA and Tuberculosis. May be exposed to toxic or hazardous substances whether deliberately or accidentally.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Directly supervises the Investigator/Deputy and patrols the county for the purpose of observing and monitoring the area for possible criminal activity or other conditions that could endanger public safety, investigates complaints, enforces laws, conducts extra patrols as directed, and maintains high public visibility.
2. Investigates crimes, interviews witnesses, complainants and victims; collects and preserves physical evidence including photographs, latent fingerprints and DNA swabs. Completes appropriate evidence documentation and maintains a proper chain-of-custody; conducts follow-up investigations as needed.

3. Enforces all felony, misdemeanor and traffic laws of the State of Arkansas. Determines whether incidents are civil or criminal in nature.
4. Apprehends, arrests and detains criminal suspects and law violators when the facts and circumstances dictate; follows local, state and agency procedures and protocols when making arrests.
5. Provides testimony or evidence in court as required by subpoena or summons, often after normally assigned shift hours or on scheduled days off.
6. Responds to emergency calls such as robberies, burglaries, assaults, shootings, domestic violence and homicides utilizing safety precautions and procedures when responding. Provides direction and commands to Investigator/Deputy responding to such incidents.
7. Contacts complainants and / or crime victims in a reasonable amount of time; keeps complainants and victims informed of progress of investigations. Conducts periodic follow up checks to ensure patrol deputies do the same.
8. Responds to, investigates and secures the scene of non-crime emergency events such as fires, downed power lines, etc. Ensures public safety by maintaining a perimeter and keeping bystanders and onlookers at a safe distance. Renders first aid in emergency situations and provides assistance within the parameters of available equipment and training.
9. Takes, prepares processes and disseminates reports as necessary and reviews and approves those prepared by Investigator/Deputy.
10. Records information concerning events that took place during tour of duty and reviews documents of such events submitted by Investigator/Deputy as prescribed by agency policy.
11. Inspects and maintains weapons and equipment in fully functioning condition.
12. Responds to questions posed by the general public; works with juvenile and adult citizens towards building community rapport and enhancing communication. Makes referrals to appropriate agencies for non-crime incidents.
13. Makes immediate decisions regarding situations involving life or death or serious injuries. Utilizes safety procedures and protocols to protect the public and fellow deputies or first responders.

14. Participates in special projects as directed by the chain-of-command.
15. Attempts to recover lost or missing persons and stolen property. Seeks wanted persons as information becomes available.
16. Attends or conducts shift briefings, meetings and training sessions or seminars in order to keep deputies abreast of operational changes, laws, policies and procedures and to enhance skill levels related to the performance of duties.
17. Maintains required level of proficiency in the use of firearms, less lethal devices, and patrol vehicle operations. Ensures Investigators/Deputies maintain proficiency as well.
18. Responsible for maintaining vehicle cleanliness, ensuring maintenance is performed as needed as well as conducting daily uniform / equipment inspections of Investigators/Deputies.
19. Maintains accurate logs, reports and records related to operations. Makes recommendations toward the development of the budget.

SUPERVISORY RESPONSIBILITIES:

This officer directly supervises the Investigators/Deputies assigned to his shift / unit. Carries out supervisory responsibilities in accordance with county policies and applicable laws. Responsibilities include, but are not limited to, scheduling, planning, assigning, directing and reviewing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint databases to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passes the General Education Development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed by state standards.
7. Be interviewed personally prior to employment by the department head or his representative, to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination make a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas Driver's license.
10. The ability to observe situations and to report and record them clearly and accurately.
11. Be able to react quickly and calmly in emergency situations.
12. Be able to understand and follow oral and written instructions.
13. The ability to establish and maintain working relationships.
14. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED; completion of Law Enforcement Training and Arkansas Law Enforcement Training Academy (ALETA). Must possess and maintain a valid Arkansas Drivers' license and complete, at a minimum, annual weapons training and qualification. Must be certified in any other weapons and/or equipment used such as; ASP, Taser, OC spray, road spikes, radar, and blood alcohol testing devices. Education is continuing in nature as laws and ordinances change quite frequently and certain certifications must be updated. Defensive tactics are also a part of training. This corporal must have at least 2 years of law enforcement experience or equivalency.

OTHER SKILLS AND ABILITIES:

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions. This deputy must also have the ability to communicate non-verbally through signals either in traffic situations or on calls such as burglaries. He must possess good judgment; good powers of observation and memory and the ability to train others in apprehension and detention of criminals. Ability to define problems collect data, establish facts, and draw valid conclusions. Must have the ability to interpret a variety of county, state, and federal laws making good decisions and taking action quickly. He must be able to react quickly and efficiently in all emergencies, natural or man-made disasters. This deputy must be able to drive and maintain control of his vehicle in case of pursuits. This deputy must have the ability to make instantaneous decisions, which can save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a high monetary cost, as well as fatal results to himself, fellow officers, or the general public. Responsible for funds or property up to \$100,000. He must maintain a professional attitude even in the most unpleasant circumstances and must be able to communicate with other county officials, law enforcement agencies, lawyers and judges, as well as spouses, parents, and children. He has extensive contact with fellow employees and the general public and must display a professional manner. Occasional use of highly complex machines such as guns, shotguns, batons, BAC machines, OC spray and radar equipment. This deputy is responsible for the supervision of other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive vehicle / vessel, use hands to finger, handle, or feel objects or controls; reach with hands and arms; talk and hear, and taste or smell. The employee is occasionally required to climb or

balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands are, at times, exhausting and potentially violent, especially when trying to apprehend a suspect or when otherwise overcoming physical resistance or fending off an attack.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions, ranging from oppressive heat to freezing temperatures. The employee occasionally works in high precarious places, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration. At times the working conditions of this deputy are disagreeable as noted under job summary. The noise level in the work environment is usually moderate to extremely loud.

CERTIFICATES, LICENSES AND REGISTRATIONS:

The deputy must keep all certifications up-to-date and remain vigilant regarding potential expirations. Certifications may include but are not limited to; blood alcohol testing, Tasers, various firearms, impact weapons, chemical agents, speed detection devices, racial profiling and domestic violence procedures. Maintenance of certifications may involve attending recertification courses on off duty time.



Deputy Sheriff Job Description

Job Title	<i>Deputy Sheriff</i>
Reports To	<i>Corporal or higher</i>

Job Summary:

Under the general supervision of a supervisor with the rank of corporal or higher, assists in the prevention of crime and the preservation of order. A deputy sheriff is primarily responsible for protecting life and property and enforcing laws and regulations throughout the jurisdiction.

Duties and Responsibilities:

The duties of the office of county sheriff in Arkansas are divided into three (3) major areas. The sheriff is the chief enforcement officer of the courts, conservator of the peace in the county, and has custody of the jail.

- Enforces the laws and ordinances of the city, county, and state and all other pertinent laws.
- Investigates suspicious conditions and complaints.
- Arrests and restrains persons who violate laws and ordinances.
- Accompanies detainees to sheriff's office, jail, or court and appears in court as the arresting officer.
- Directs traffic and either arrests or issues citations to those who are in violation.
- Checks vehicle parking in restricted areas and issues citations when necessary.
- Responds to fires or motor vehicle crashes in assigned areas as directed, provides all possible assistance, administers first aid, and prepares necessary reports.
- Maintains order in crowds and may occasionally escort parades, funerals, or attend public gatherings.
- Answers criminal complaints, investigates, and takes necessary corrective action.
- Provides responses on laws, ordinances, and general information to the public.
- Operates radio patrol units as required and performs minor maintenance such as adding fuel, oil, and checking tire pressure.
- Carries and maintains various firearms and other weapons.
- Transports detainees to detention, courts, or other required destinations as ordered.
- Attends and testifies in court as required.
- Serves as bailiff of the courts in their respective county (A.C.A. § 16-10-122). It is the bailiff's duty to assist in maintaining order and decorum in the courtroom and to provide security and protection for the jury proceedings and jury members.
- Serves and executes civil process and orders of the circuit court.
- Upholds all principles of the Code of Ethics, policy, and professional standards.
- Performs related work as required and other duties as assigned by the sheriff.

Special Knowledge, Skills, Abilities, or Education

- Knowledge of Federal, State, and County ordinances, including rules of criminal procedure, law governing search and seizure, and rules of evidence.



Deputy Sheriff Job Description

- Knowledge of modern police methods.
- Ability to physically and mentally react in a variety of emergency situations.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.

Law Enforcement Officer Essential Job Functions:

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- May be required to stand, walk, run, stand, stoop, crawl, or sit for prolonged periods of time; use hands to manipulate, handle, or operate objects, firearms, controls, or tools; reach with hands and arms, climb or balance; taste or smell, and lift heavy objects or people; overcome the resistance of a suspect.
- May have to occasionally lift and/or move more than 100 pounds.
- Vision abilities require close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Have the ability to work in various environmental conditions such as extreme heat during summer, freezing cold during winter, rain, storms, ice, floods, etc.
- Must be able to carry firearm(s), perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, controlled substances.
- Must be physically able to perform all required law enforcement duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional police training.
- Operate motor vehicles at high rates of speed using due regard and defensive driving techniques.
- Must be knowledgeable of the proper procedures for the sheriff's office.

Qualifications:

- Must be a citizen of the United States (natural born or immigrated) and a legal resident of Jefferson County Arkansas.
- Must be at least 21 years of age on date of hire.
- Must possess a valid Arkansas driver's license.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.



Deputy Sheriff Job Description

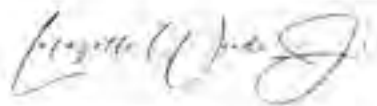
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Law Enforcement training course within nine (9) months of initial employment.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer.

Job Type: Full-Time (Safety Sensitive)

Salary: \$35,110.70 - \$45,036.43

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021



Bailiff/Court Room Security Officer

Job Description

Exempt: No

Department: Sheriff

Reports To: Bailiff Supervisor (SGT) CPL

Location: Justice Building + District Court

GENERAL DESCRIPTION OF POSITION

The incumbent Bailiff/CSO provide support and security services for the court as well as perform law enforcement responsibilities within the context of the court system.

A bailiff is assigned to each judge and courtroom. Each bailiff is responsible for maintaining security in the courtroom and ensuring that appropriate courtroom decorum is maintained. In addition, the bailiff must ensure the safety and security of inmates while in court. Bailiffs will implement as appropriate any orders issued by the judge. When instructed by the judge, a bailiff officially opens and closes the court. As the judge enters the courtroom, the bailiff will declare the entry of the judge and will also announce the courtroom rules that must be followed. For a jury trial or hearing, the bailiff is responsible for escorting jurors to assigned locations, ensuring that jurors have all necessary materials and supplies, and remaining near the jury without engaging in any conversation related to the case. Any communications between the jury and the judge are handled by the bailiff when the jurors are deliberating.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide security for the judges, officers of the court, jurors, and other individuals involved in court proceedings.
2. Supervise and maintain the order in the courtroom.
3. Conduct perimeter checks along the building and inside the Courtrooms.
4. Transport inmates to and from the courtroom.
5. Serve subpoenas and warrants and take people with warrants into custody.
6. Maintain and supervise the docket for the judge and complete all paperwork necessary for the Judge.
7. Operate the metal detectors and oversee the general public when they enter the Justice Building to ensure no weapons or contraband is brought into the building.
8. Provide the general public with information when they enter the Justice Building.
9. Travel with the Judge when Court is held in different counties.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Supervises 0 non-supervisory employee(s). Departments supervised by this position include None. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos. Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money

and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II/Auxiliary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic: Police Officer Certificate

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, walk, talk or hear; *frequently* required to sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 08:59:06 (1)-1-2021

Job Description for Bailiff/Court Room Security Officer
Created by www.jobdescriptions.com

Craighead County
Sheriff Court Security Officer
Job Description

Job Code: 1000
Exempt: No
Department: Bailiff/Court Security Officer
Reports To: Chief Bailiff/Court Security Officer
Location: Multiple Court Facilities
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Security of court rooms, physical court, managing inmates to and from court, managing court appearance for incarcerated persons and general court Security of the inmates staff and public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transporting inmates to and from court appearances. This duty is performed daily, about 20% of the time.
2. Serving civil process issued in court. This duty is performed weekly, about 5% of the time.
3. Opening and closing district court sessions. This duty is performed weekly, about 25% of the time.
4. Opening and closing circuit court sessions. This duty is performed weekly, about 25% of the time.
5. Maintaining general security in and outside of court areas. This duty is performed weekly, about 30% of the time.
6. Maintains general security of staff, judges and the public on county property. This duty is performed daily, about 80% of the time.
7. Securing and monitoring inmates. This duty is performed weekly, about 40% of the time.
8. Screening and admitting the general public upon entering and leaving court sessions. This duty is performed weekly, about 20% of the time.
9. General security of jurors and the public during trial sessions. This duty is performed as needed, about 10% of the time.
10. Serving warrants. This duty is performed annually, about 10% of the time.
11. Incident reporting after court incidents. This duty is performed annually, about 5% of the time.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area;

e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Court Security Officer Certificate and 40 hours continuous education annual training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified law enforcement officer

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions, risk of radiation. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to stand, talk or hear; frequently required to walk; occasionally required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Bailiff

Exempt (Y/N): No

DEPARTMENT: Enforcement

DATE PREPARED: October 1999, August 2004,
August 2011, January 2013

SUPERVISOR: Undersheriff

SUMMARY:

Under the supervision and direction of the Undersheriff, the Bailiff is responsible for the supervision of inmates, transporting of inmates to and from District/Circuit Court, and to track/update cases on docket cards. The incumbent must guarantee the security, wellbeing, and the safety of staff/inmates at the Detention Center, in-route, and in the Courtroom. The incumbent must perform accurate record keeping for all inmates, disposition of Court, transfer of data to booking cards and perform data entry into the computer system. The Bailiff is responsible for the supervision of approximately 13 inmates per load to the Court. There can be up to three (3) loads per day for court appearances. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This officer has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. This officer is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Screen list of inmates scheduled for Court. Determine location of inmates in jail and type of charges.
2. Supervise inmates by ensuring safety and order for staff, inmates, and the Court at all times.
3. Transfer inmates from cells to holding cell for accountability. Secure inmates for transport and prepare appropriate list for Detention Officers.
4. Transport inmates to holding cell in District Court and guard inmates throughout the day.
5. Interpret Judges Orders and requests. Maintain accurate record keeping for transfer to inmates booking cards and perform data entry into the computer indicating proper disposition to avoid future problems/lawsuits.
6. Ensure that inmates are secured in cells, fed, and receive proper medication upon return from Court.

7. Complete and distribute documentation including, but not limited to intake forms, medical questionnaires, health department forms, legal forms required by standards, court bond forms, bail determinations, etc.
8. Accurately enter all statistical information in the computer system.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them accurately.
11. Be able to understand and follow oral and written instructions.
12. The ability to establish and maintain working relationships.
13. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or GED. Must be ALETA certified or Part-Time II Auxiliary certified. Must possess and maintain a valid Arkansas Driver's license and complete quarterly weapons training and qualifications. Must be certified in any other weapons used such as; pepper spray, tasers, handcuffs, etc. Defensive tactics is also a part of training.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Functional understanding of computers, typing skills, and general office machines.
2. Problem solving skills and communication skills are extremely important in maintaining safety and order at all times.
3. Ability to deal tactfully and firmly with inmates.
4. Possess the ability to analyze situations quickly and accurately and respond appropriately.
5. Understand court dispositions and be able to maintain accurate records adhering to state, federal, county, city, laws/ordinances, etc.
6. Knowledge and the physical and mental stamina to fire weapons.
7. Ability to communicate effectively both orally and written often under adverse conditions.
8. Ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, officers of the court, or the general public.
9. Maintain a professional attitude and must be able to communicate with other employees, officials, and judges.
10. Occasional use of highly complex machines such as; guns, tasers, pepper spray, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift, subdue and/or move more than 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.



**2021 Saline County
Circuit Court - Security Officer
Job Description**

Exempt:	No
Department:	Circuit Court Security
Reports To:	Chief Harris and/or Deputy Chief Abbott
Location:	Saline County Buildings

GENERAL DESCRIPTION OF POSITION

A Court Security Officer means an individual who is assigned the duty of providing security or security related services at the request of an appellate court, circuit court, or district court in this state. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Court Security Officers will provide security for the Courthouse, Complex Building/Tax Collectors Office, Division 4/Public Defender's office, Bryant Tax Collectors Office, Bryant District Court and Benton District Court and any other locations within the County deemed necessary by the Circuit Judges, County Judge or Chief Court Security Officer.
2. Court Security Officers will maintain security at the above-mentioned locations by working entry door metal detectors, scanning visitors for weapons including guns, knives, pepper spray and any other additional items which the officer may feel could be a danger to another person. Court Security officers, while maintaining security at these locations, will also check for contraband and illegal items that people may be carrying. Officers will follow policy and Arkansas Law with respect to seizing these items and charging the person with the appropriate crime.
3. Court Security Officers will respond to duress alarms. Officers will maintain radio communication with other responding officers to effectively address the situation. All Officers/Bailiffs involved will complete detailed reports of all incidents involving alarms and provide those reports to the Chief/Deputy Chief for review.
4. Court Security Officers will be Certified Law Enforcement Officers by the Arkansas Commission on Law Enforcement Standards and Training. As such, Officers will be required to qualify with and carry the agency issued handgun. Officers will also be required to complete 16 hours of training each year to include racial profiling, defensive tactics and any other training deemed necessary by the Chief/Deputy Chief.
5. Court Security Officers may be called upon to work within the courtrooms working as a Bailiff when necessary to maintain security during court proceedings. Court Security Officers working in the courtroom as a Bailiff must be a Certified Law Enforcement Officer as well as a Certified Court Security Officer.
6. Court Security Officers work under the supervision of the circuit judges as assigned by the Chief/Deputy Chief and will perform any court related errands or tasks that are required. Upon the request of judges, Court Security Officers may summon attorneys to the judge's chambers, and deliver court files, and law books to judges or other court personnel as requested.
7. Court Security Officers with the assistance of the Saline County Sheriff's Office transport section will maintain control and security of all inmates that are present in the courthouse for any reason.

8. Court Security Officers shall perform any other related duties as required or assigned to include other incidental duties at the direction of the respective judges, including but not limited to: Conducting a courthouse security assessment with recommendations for improvements; Assist in developing and implementing policies and procedures for courthouse personnel in the event of fire, prisoner escape, natural disasters, hostage situation, medical emergency, utility failure, and bomb threats.

9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated. Provide documents that establish identity and employment eligibility.

Must be certified as a law enforcement officer by the Arkansas Commission on Law Enforcement Standards and Training under the laws and regulations of this state. If applicant isn't a certified law enforcement officer at the time of hiring, then he/she shall complete the law enforcement certification requirement within one (1) year of beginning his/her term of service as the court security officer.

A Court Security Officer shall maintain the law enforcement certification during the term of his/her service as a court security officer.

A Court Security Officer shall complete any additional training programs for court security officers approved by the Arkansas Commission on Law Enforcement Standards and Training.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification is strongly preferred.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to stand, walk, sit; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must be able to meet the standards required for a Law Enforcement Officer in the state of Arkansas. Must be able to use and carry a hand gun and other weapons competently. The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress; possess knowledge of principles, practices, and techniques of law enforcement; Knowledge of the criminal justice system; Knowledge of the principles of self-defense; Ability to develop and maintain an effective professional work relationship; Ability to apply safety and security precautions and restrain clients when necessary; Ability to make judgments with minimal or no consultation.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Circuit Court Security Office are assigned by the Circuit Court Judge, Division 2 and/or the Chief Security Officer and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Sebastian County 2020
Facility Security Deputy 0422
Job Description**

Job Code: 13601+
Exempt: No
Department: Court House Security
Reports To: Division Commander
Location: Not Indicated
Date Prepared: April 26, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

All Facility Security Deputy's are Special Police who may effect arrests and work under supervision of a Division Commander. Our goal is to provide citizens, litigants, jurors, attorneys, court employees, and judges with a safe and secure venue in which to work and conduct business. The incumbent must be a citizen of the United States. The position is governed by state and federal laws and agency policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs foot patrol of buildings and grounds, and parking areas observing for hazards, violators and unauthorized persons. We also monitor 55 plus cameras inside and outside of the building.
2. Inspects buildings for fire and safety hazards, contraband, break-ins, unauthorized persons, and unsecured doors and windows and takes corrective actions as needed.
3. Monitors the alarm systems to detect unauthorized entry of buildings and grounds and for fire and maintains systems by conducting required tests if applicable.
4. They work the front desk operations which includes operating an x-ray machine for checking such items as purses and briefcases for unauthorized items being brought into the building. They also use the Garrett Metal Detectors or wands to search individuals for contraband such as knives, guns, drugs, box cutters, or personal protection devices such as a laser or mace which are not permitted in the building.
5. They are responsible for their own time sheets which consists of daily updating their hours worked and the information put into the esuites computer system.
6. They are responsible for maintaining all issued duty equipment and the maintenance and care of all vehicles used by our department.
7. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g.

data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Reserve School Certified, Court Security Certified

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Lawn Enforcement

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Payroll Systems, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in

coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to risk of radiation; occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Data Entry Clerk

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Administrative Supervisor

Location: Unit 1

GENERAL DESCRIPTION OF POSITION

Performs directed routine support tasks utilizing data entry terminals and/or word processing software, verifies and correct entries, maintains records and performs general support duties as assigned. Works within a well-defined framework of policies and procedures, under immediate supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inputs, accesses and processes data, reviews data for accuracy; Tell the deputies of any errors that need corrected. Recheck any reports and then file the reports.
2. Performs general office duties to include alphabetizing, indexing, proofing, verifying and maintaining department correspondence, documents, materials and files.
3. Run monthly reports for ACIC, correct any errors and then resubmit the corrected report to ACIC.

4. Find reports that have been requested by the public or media. Redact any information that is required under FOIA and Arkansas statutes.
5. Interacts effectively with the public or other departments by answering routine inquiries and processing requests for information.
6. Processes and distributes departmental correspondence, documents and materials to appropriate persons, agencies and organizations.
7. Backup for Bonds/Fines Clerk.
8. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area, E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Word Processing/Typing

Basic: Database, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-07-29

Job Description for Data Entry Clerk
Created by www.dbdescriptions.com

Craighead County

Detention Center Deputy Clerk

Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Administrative Office Manager
Location: Detention Center Facility
Date Prepared: February 12, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Completion of office clerical duties and responsibilities as assigned by the Detention Center Administrative Office Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completion of office clerical duties as assigned by Detention Center Administrative Office Manager.
2. Scan Detention Center records.
3. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, food and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit; regularly required to use hands to finger, handle, or feel; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ADDITIONAL INFORMATION

MINIMUM REQUIREMENTS

Possess knowledge of Windows, Microsoft Office, typing, copiers, scanners, and other standard office equipment. Prior clerical experience is beneficial but not required. Applicant must have exemplary customer service skills, accuracy and attention to detail as well as interpersonal skills, strong work ethic and professional demeanor at all times. Position requires a high school diploma.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: RECORDS CLERK

Exempt (Y/N): No	DEPARTMENT: Sheriff's Department
DATE PREPARED: October, 1996	SUPERVISOR: Chief Deputy Sheriff
Revision: 08/13/04, Feb. 2010, Aug. 2011	

SUMMARY:

Under the direction of the Chief Deputy Sheriff, the Records Clerk is responsible for the proper entry and maintenance of all records for the Sheriff's Department. The incumbent must properly enter all arrest records and all dispositions from District and Circuit Courts into the computer system, type fingerprint cards, prepare criminal packets, incident reports, accident reports, perform filing, and perform records and criminal records checks. The incumbent also provides assistance to the public over the telephone or in person regarding accident and incident reports, and above records. The incumbent must ensure that all office functions are performed efficiently and in a professional and timely manner. Ensure that each situation is handled according to County and Sheriff's Department policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform data entry of all arrests and all dispositions from Circuit Courts. File all arrest reports for permanent record.
2. Type all fingerprint cards and mail copies to the courts, Arkansas State Police, and the F. B. I.
3. Type all accident reports. File and maintain permanent records of all accidents.
4. Make criminal packets for new felony arrests. File all arrest reports in an efficient manner.
5. Perform criminal record checks for other law enforcement agencies.
6. Perform record checks for other government agencies, including but not limited to the housing authority, armed forces, the Department of Human Services, Child Support Enforcement, etc.
7. Perform record checks for employers.

8. Assist walk-in and telephone inquiries for accident and incident reports. Make copies of accident and incident reports and mail to insurance companies on request.
9. Resolve problems and deal with customers in a professional manner.
10. Complete court ordered expungements.
11. Provide relief coverage for the switchboard operator as needed.
12. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
13. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in the County.
14. Scan all ADR's and Bail Bond determinations for all Garland County, Hot Springs Village Police Department, Arkansas State Police, Mountain Pine Police, Hot Springs Police, Diamondhead Police, Drug Task Force, U.S. Marshall Service, Immigration, I.C.E., and all arrests.
15. Scan all Circuit dispositions for Garland County, HSVP, ASP, and felony HSPD.
16. Must also testify in court on any and all records kept in this office.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED) and two (2) years previous office experience.

OTHER SKILLS and ABILITIES:

The incumbent should possess good communication skills as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess computer skills, accurate typing skills, telephone skills, and the use of calculator, copier, FAX, etc. The Records

Clerk should have general knowledge of law enforcement procedures and criminal codes. The incumbent is responsible for handling cash, as the job does create a small monetary impact, for accident and incident reports, therefore must have good math and accounting skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, hear, reach with hands and arms, and use hands to finger, handle, or feel objects. The employee must occasionally stand and kneel or crouch.

The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, close vision, color vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

02/10



2021 Saline County

Sheriff - Collector/Account Specialist III

Job Description

Exempt: No
Department: Sheriff's Office
Reports To: Administrative LT and Finance Manager
Location: 735 S Neeley St, Benton, AR 72015

GENERAL DESCRIPTION OF POSITION

This position is responsible for the Sheriff's Office payroll, personnel status changes and establishing and maintaining individual accounts and collecting fines in accordance with orders of judgment issued by the Circuit Court of Saline County and collecting Sheriff's Bonds. This position also serves as back-up for the Finance Manager and the Managers assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completes payroll for the Sheriff's Department. Collects time sheets from Detention, Patrol, and CID to enter hours of work, vacation, sick, etc. into spreadsheet sent to payroll for payment. Verifies calculation of time entered and provides training and assistance to employees on entering time.
2. Responsible for making sure the calculation of leave time is correct from one pay period to the next.
3. Completes status sheets for personnel changes such as promotions, demotions, change of salary, change of line, etc.
4. Handle "end of the month" deposits Scan accident reports, closed accounts and closed sheriffs' bonds into image system.
5. Collect accounts and receive payments from Account Collection Management (ACM) for old accounts. ACM is a collection agency off site that the Sheriff's office utilizes for older accounts. Once the company collects the money, the company sends the check and correspondence for processing.
6. Assist Warrant/Citation Clerk by looking up warrants, entering citations and collecting money.
7. Assist the Finance Manager with job duties as needed and acts as back-up.
8. Set up the judgments and conditions of probation on accounts that funds are to be collected on (felony cases).
9. Collect funds for various reasons including fines, court costs, DNA fee, Public Defender's fees, sex registration fee, restitution payments, and any other funds needed to be paid.
10. Set up Sheriff Bond accounts. Pull forfeited Sheriff Bonds out of file and forward to Warrant/Citation Clerk and Finance Manager to be removed from the system and disbursed to the Treasurer.
11. Provide information to Probation Officers, Prosecuting Attorney Office and District/Circuit Court employees on defendants outstanding balances and if payments are current.
12. Enter restitution accounts and payments when received.
13. Work closely daily with other departments/individuals including Prosecuting Attorney's, Probation Officers, HOPE Court, Drug Court, and Judges.
14. Wait on customers and answer phone calls as needed. Look up and print reports for customers. Locate reports for customers, insurance companies, and Prosecutor's Office.
15. Attend court sessions where cases involve the collect of fines. Take necessary paperwork back and forth to District Court when needed.
16. Enters traffic citations.
17. Complete satisfactions of judgments on accounts that payoff and send copy to Circuit Clerk.
18. File judgments, Sheriff Bonds, ACIC accounts, payoffs, etc.
19. Receive Bond money from the Jail and make deposits. Create docket for Benton District Court.

20. Assist with the balancing of all money drawers at the end of the day.

21. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Required to obtain ACIC level I within 6 months of employment

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

Basic: Accounting

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Assists the Finance Manager in supervising the clerical employee's in the Sheriff's Office responsible for collecting and maintaining accounts involving court judgements and bond accounts.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear; frequently required to stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

ADDITIONAL INFORMATION

This position must be able to prioritize. The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deemed in the best interest of the Sheriff's Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

**Sebastian County 2020
Records Specialist 0400
Job Description**

Job Code: 39001+
Exempt: No
Department: Sheriff
Reports To: Administrative Coordinator & Records Supervisor
Location: Not indicated.
Date Prepared: April 22, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Admin Coordinator & Records Supervisor and is responsible for maintaining complete warrants, subpoenas, civil records, and various legal documents for the Sheriff's department. The Records Specialist position is governed by departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives warrants, protection orders and body attachments, subpoenas, writs of executions, writs of assistance, and writs of evictions civil papers. Logs numbers, prepares warrant jackets and serves, assigns or mails to other jurisdictions for service.
2. Reviews Adult Detention Center docket sheets to assure all warrants have been served and are routed to proper court.
3. Performs criminal history check for other agencies and the public as requested.
4. Responsible for all incoming calls to the records office from individuals, law enforcement, government agencies and the general public, providing information concerning status of warrants, criminal summons, civil papers, writs, and subpoenas when requested.
5. Maintains records of reported motor vehicle accidents and routes reports to proper state authority.
6. Receives and serves more than 13,000 (yearly) subpoenas by telephone, routes others to proper division for personal services.
7. Responsible for the accurate entry of more than 13,000 (yearly) warrants into ACIC/NCIC system as mandated by Federal and State Law.
8. Responsible for researching and locating accurate and dependable information to identify individuals to accommodate entry into the ACIC/NCIC system and meet validation requirements. Exceeds 28,000 records per year.
9. Required to perform monthly validation of all warrant and protection orders in the Perform monthly validation of all war rents and protection orders in the ACIC/NCIC system to ensure that all records are complete, accurate, and still active. Exceeds 15,000 records per year.
10. Responsible for ensuring that all records that are no longer current have been removed from ACIC/NCIC, the AS400 systems, and AEGIS in a timely manner limiting wrongful arrests and seizures.

11. Responsible for utilizing telephone and written correspondence to contact other agencies regarding individuals wanted on minor offenses and to arrange surrender and service of warrants.
12. Performs local criminal history background checks for employment as requested.
13. Researches and provides arrest histories for court petitions for "order to seal" and "expunged" orders.
14. Performs audit of seized assets month.
15. Collects money for Civil Fees, Writs, Notice to Quit, Petition to Seal, accident reports, incident reports and arrest record checks.
16. Receives Writs of Execution - inventories seized properties, sets up sale dates and advertises for auctions. Completes paperwork regarding the auction & release of property. Performs audit of seized assets monthly.
17. Receives and assists visitors in person, answer phones, provides information and/or refers to appropriate parties or individuals as necessary.
18. Receives and invoices child support, APERS and state writs and runs receipts for checks monthly.
19. Receives civil papers. Records and issues to deputies for service. Receives original copy after service, and return to appropriate courts.
20. Registers sex offenders.
21. Runs end of the month reports for supervisors. Responsible for sending bond conditions.
22. Receives protection orders from Circuit Court and ensures all orders (temporary, amended, and finals) are entered into AS400 and AEGIS, served on the defendant and sent back to the court.
23. Responsible for sending protection orders to other agencies to be served on defendants with addresses outside of Sebastian County. Including prisons. Also receives protection orders from outside agencies and ensures all orders are entered into AS400 and AEGIS, served on the defendant and sent back to proper agency.
24. Responsible for the accurate entry of more than 100 (yearly) protection orders into ACIC/NCIC system as mandated by Federal and State Law, including updating information if an amended order is issued and when the final order is issued.
25. Required to perform monthly validation on property files, missing persons, and wanted persons in the ACIC/NCIC system to ensure all records are complete, accurate, and still active.
26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

ACIC/NCIC Certification - basic and advanced

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Accounting, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to sit, reach with hands and arms, taste or smell; and frequently required to stand, walk, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Detention Corporal

Job Description

Exempt: No

Department: Sheriff

Reports To: Sergeant

Location: Unit 1 or Unit 2

GENERAL DESCRIPTION OF POSITION

The Corporal is a senior law enforcement officer who reports directly to the Sergeant and is under the general supervision of the Lieutenant. In the capacity will be responsible for supervision of personnel and the administrative duties for an assigned shift or detail. The incumbent is responsible for exercising and supervising others with an in-depth knowledge of law enforcement administration in protecting and serving the County by enforcing criminal and traffic laws. The incumbent relies on past law experience and training in the handling of detainees in the County detention facility. The incumbent prepares special reports and gives community presentations. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must meet all training and experience requirements for the position of Corporal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol all areas of the jail facilities and help maintain security of the facility.
2. Perform cell checks and cell walkthroughs. Write reports when necessary. Distribute medication when necessary.
3. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, and assign detainee to jail program.
4. Assist in making arrangements for prisoner transportation. Maintain a current knowledge of proper prisoner transportation handling procedures.
5. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
6. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.

7.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Supervises 3-4 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review; Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions, consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Deputy II/ Auxillary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, talk or hear, *frequently* required to walk, use hands to finger, handle, or feel, reach with hands and arms; and *occasionally* required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually loud.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 08:54:27 11-1-2021



Detention CPL
Assistant (Jail)

Job Description

Exempt: No

Department: Sheriff

Reports To: ~~Captain or designee~~ Sergeant

Location: Unit 2

GENERAL DESCRIPTION OF POSITION

The incumbent serves as an assistant for the jail. The incumbent is responsible for handling classification of inmates, answering questions from the public, and handling administrative functions for the jail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Classify every detainee that comes into the jail and determine what housing assignment the detainee should be placed.
2. Assist with coordination of weekends.
3. Take Complaints from the public as needed, and forward the information on to the appropriate person.

4. Must possess the professional and diplomatic skills to greet visitors, answer phone, and resolve problems with a courteous and helpful attitude.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area, E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals;
Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions.
Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Deputy II/Auxiliary Police Certificate

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Word Processing/Typing

Basic: 10-Key, Accounting, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear, *regularly* required to sit, *frequently* required to walk, use hands to finger, handle, or feel, and *occasionally* required to stand, reach with hands and arms, climb or balance.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 09:16:53

Job Description for Assistant (J28)
Created by www.jobdescriptions.com

Craighead County Detention Center Corporal Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Sergeant
Location: Detention Center
Date Prepared: March 14, 2019
Date Revised: August 22, 2019

GENERAL DESCRIPTION OF POSITION

Detention Center Corporal will provide safe and secure custody of incarcerated persons adhering to all policy and procedures of the facility and lead up to 13 Detention Center Officers each working shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide for the legal admission and release of all prisoners/inmates at the CCDC. This duty is performed daily, about 20% of the time.
2. Accurately identify and log all movements and locations of inmates. This duty is performed daily, about 20% of the time.
3. Maintain order and discipline among incarcerated persons. This duty is performed daily, about 20% of the time.
4. Searching prisoners and their housing areas according to the contraband policy for drugs, weapons or other contraband. This duty is performed daily, about 20% of the time.
5. Administering and logging inmates into the detention center. This duty is performed as needed, about 10% of the time.
6. Provide access to medical services, according to guidelines for all inmates. This duty is performed as needed, about 10% of the time.
7. Provide access to counseling, visitation, clergy, attorneys and mail privileges. This duty is performed as needed, about 10% of the time.
8. Maintain the cleanliness of housing, clothing and general environment. This duty is performed as needed, about 10% of the time.
9. Provide access to food services. This duty is performed as needed, about 10% of the time.
10. Securing and logging of all personal property. This duty is performed as needed, about 10% of the time.
11. Immediately abate any hostile actions. This duty is performed as needed, about 10% of the time.
12. Proper segregation of all classes of inmate as defined by law (female/male juvenile/adult). This duty is performed as needed, about 10% of the time.

13. Provide for emergency transportation. This duty is performed as needed, about 10% of the time.
14. Perform any additional duties as assigned by supervisors. This duty is performed as needed, about 10% of the time.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS diploma or equivalent. Must be able to complete a basic jailer course within 1 year from hire date.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

GARLAND COUNTY

Position Description

JOB TITLE: Area Supervisor *CPL*

Exempt (Y/N): No

DEPARTMENT: Detention Center

DATE PREPARED: March 13, 2013

SUPERVISOR: Shift Supervisor/Assistant Shift Supervisor

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Security Chief, Shift Supervisor, and the Assistant Shift Supervisor, the Area Supervisor is responsible for specific areas or functions of the Detention Center, i.e. Housing or Booking/Release. The Area Supervisor oversees the security, well-being, and the safety of staff and inmates in a specific Detention Center area. The Area Supervisor assists the Security Chief, Shift Supervisor, and the Assistant Shift Supervisor in the management and control of the Detention Center. The Area Supervisor provides relief for a Shift Supervisor/Assistant Shift Supervisor who is on days off or leave. The Area Supervisor may be a member of the Security Team and serves as the leader of the Shift Team in the Supervisor's absence. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

I. Performs duties for the Detention Center, including, but not limited to:

a. Leadership/Management

- 1) Serves as acting Shift Supervisor in a limited capacity in the absence of the Shift Supervisor and Assistant Shift Supervisor.
- 2) Supervises Detention Deputies assigned to a specific area and sees that all duties are carried out according to the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
- 3) Provides for the leadership, guidance, direction and control necessary for the operation of the Detention Center to maintain the safety and security of staff, inmates and the public.
- 4) Makes security supervisory patrols throughout an assigned area.
- 5) Supervises inmates to provide for a safe and orderly environment.
- 6) Makes recommendations for areas of improvements to the Supervisors.
- 7) Accurately transmit information received up and down the chain of command and present information appropriately without distortion by personal biases while promoting meaningful communication from staff to staff, staff to inmates, and staff to administration.
- 8) Supervise and recommend selection, transfer, scheduling, and training of subordinates.
- 9) Assists in the development and application of goals, policy and procedures, post-orders, forms, the Inmate Handbook, daily schedules and objectives of the Detention Center to see that the constitutional rights of all staff and inmates are met.
- 10) In conjunction with the Shift Commander and Relief Commander, provides periodic advice, supervision, assistance and immediate response to staff to address questions related to the operation and organization of the Detention Center and inmate procedures and protocols.
- 11) Participates on internal/external committees/taskforces as assigned or necessary
- 12) Provides leadership by example.
- 13) Creates and maintains a mentoring environment for staff to develop. Provides a positive example for subordinates in compliance with the mission statement, vision statement, organizational values and department directives.

- b. Human Resources
- 1) Prepares for and conducts area briefings.
 - 2) Supervises area staff which includes verifying proper staffing, reviewing post assignments, reviewing staff overtime, assigning daily duties, adhering to policy and procedures, and delegating special tasks.
 - 3) Provides on-the-job training to all deputies, especially inexperienced or recently promoted deputies, in various duties of the post to verify the safe and orderly operation of the Detention Center.
 - 4) Continually evaluates subordinate staff to determine their effectiveness in meeting requirements and providing services.
 - 5) Reviews actions taken by immediate subordinates to confirm compliance with policy and procedures.
 - 6) When requested, provides input to the Shift Commander in conducting regular performance evaluations.
 - 7) Notifies the Shift Commander when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Makes recommendations regarding disciplinary matters involving staff.
 - 8) Implements shift staff schedules.
 - 9) Recommends and initiates staff discipline following policy and procedures.
- c. Financial Management
- 1) Sees that funds are collected and properly receipted. This includes time pay fines, cash bonds, and cash forfeitures.
 - 2) Collects and receipts for money received for bonds, fines and fees, and completes accurate records.
 - 3) Assists the Shift Commander in determining the need for equipment, supplies and furnishings and makes recommendations for purchases, as needed.
- d. Correctional Management
- 1) Assists the Shift Commander in overseeing the general operation of their area of the Detention Center during a shift.
 - 2) Supervises subordinate staff and assumes their duties as needed. Duties include, but are not limited to: transport of inmates, supervising inmates, booking/release procedures, evaluation of current and new inmates, classification assignments, searches and shakedown, and administering medication.
 - 3) Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
 - 4) Oversees the rights of inmates.
 - 5) Enforces inmate accountability.
 - 6) Assists the Shift Supervisor or personally hears and acts on appeals of disciplinary action involving inmates according to the Inmate Handbook.
 - 7) Provides that all inmates are transported to appear in court on proper dates and correct times.
 - 8) Maintains and inspects their area to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
 - 9) Oversees service providers in repair of alarms, fire sprinkler systems, electrical lighting system, emergency generator (and fuel supply), heating and cooling system, elevator, snow removal, overall cosmetic appearance and structure maintenance.
 - 10) Sees that supplies, food and medical and mental health are provided to inmates.
 - 11) Maintains proper docket of all inmates admitted to custody in the facility.
 - 12) Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
 - 13) Provides transport services for medical appointments for inmates.

- 14) Accurately operates the Detention Center's Jail Management System, Guardian RIFD, and develops reports as requested or required by Standards.
- 15) Inspects the Post Log and Inmate Logs on a daily basis and takes corrective action as needed.
- 16) Intervenes in crisis or stressful situations calmly, quickly, and decisively.
- 17) Coordinates activities with other departments as needed.
- 18) Reviews all paperwork related to inmate services for accuracy, completion and up-to-date information, including: detainers/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys. Sees that booking documentation is completed and identifies appropriate release dates. Authorized to issue inmate "good-time" within limits set by Judge.
- 19) Reviews inmate screening forms to appropriately classify for cell assignment. Reviews, evaluates and takes appropriate action to change cell placement when necessary. Alert staff, mental health and medical staff of inmate concerns at classification time. Follow-up with court and pre-trial release agency as needed, concerning inmate classification.
- 20) Releases and transfers inmates to other jurisdictions in a timely manner.
- 21) Supervises inmate work release program. Evaluates for appropriate worker position. Provides feedback to court for compliance and sentencing judge on worker status.
- 22) Monitors volunteers and interns working in the area. Assists in recruiting and directing volunteers for programs in the Detention Center.

x: Criminal Justice System Community

- 1) Responds to inquiries from the general public, court officials, and other criminal justice officials in the performance of operating activities.
- 2) As directed, acts as a liaison between inmates, the public, and area agencies.
- 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- 4) Conducts tours of the Detention Center as approved by others.
- 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.
- 6) Receives, reviews and refers citizen complaints to appropriate command staff.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the Detention Officers.
2. Knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
5. Responsibilities include training employees, planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Successfully operates the Detention Center.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass a placement test prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.
7. Agreement to maintain a drug-free and tobacco-free workplace.
8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of legally reliable transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Memory, reasoning and using judgment and problem solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent; Associate of Arts degree or the equivalent college work, preferred.

2. Supervisory skills in an adult detention facility or institution, preferred. Preference given to incumbents with previous experience in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy (114 hour training course) or similar program.
4. Completion of, or ability to complete, Street Survival Course (35 hours) and Jail Management course unique to Arkansas or similar courses.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.
8. Certified or the ability to become certified in any other weapons or equipment that is used such as: ASP, OC Spray, handcuffs and intoxilyzer.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Supervisor.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devices, mace qualifications, Intoxilyzer class for administering Alcohol Testing, and self-defense training.
4. Display a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines.
5. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
6. Show a broad understanding in the field of corrections.
7. Knowledge of the dynamics of human behavior.
8. Provide motivation for staff to want to learn, and develop.
9. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
10. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time-sensitive tasks with speed and accuracy.
11. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
12. Provide interpersonal and communication skills, both verbal and written.

13. Can perform basic mathematical functions.
14. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the ACA Core Jail Standards, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails and Community Confinement Facilities, the ACA Adult Community Residential Services and Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Knowledge of relevant Federal, State, County and City laws and ordinances, including the Arkansas Jail Standards.
3. Experience developing, updating, or reviewing policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
4. Working knowledge of corrections program for inmates.
5. Aware of new and emerging technologies and their possible use in the Detention Center.
6. Direct Supervision and Interpersonal Personal Communication Skills.
7. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.

8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in person.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as HIV virus, hepatitis A, B, C and tuberculosis.
4. This position also involves shift work including weekends, holidays and overtime as needed.



2021 SALINE COUNTY

Sheriff - Corporal - Detention

Job Description

Exempt: No
Department: Sheriff's Detention
Reports To: Detention Sergeant
Location: 735 S Neely St, Benton, AR 72015

GENERAL DESCRIPTION OF POSITION

This position is responsible for the supervision of the staff of the Saline County Detention Center. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises detention officers on the shift.
2. Reviews work of the detention officers.
3. Initiates disciplinary action.
4. Responsible for the training of detention officers.
5. Oversees the Commissary.
6. Fills in as needed in any position under his supervision.
7. Passes out medications after hours.
8. Oversees and handles the daily routine and incidents inmates and detention officers.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Detention Officers on shift

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff, Chief Deputy or the Detention Lieutenant and are subject to be changed when deemed in the best interest of the Sheriff's office operation.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the needs of the department and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Sebastian County 2020
Deputy Asst. Shift Supervisor Corporal 0418
Job Description**

Job Code: 19804+
Exempt: No
Department: Adult Detention Center
Reports To: Deputy Shift Supervisor Sgt
Location: Not indicated.
Date Prepared: May 20, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Corporal must be completely cross trained in the duties of a Sergeant in the operation of the Detention Center and all Standard of Operation Policies. The Corporal assists in the supervision of 17 deputies and assures the safety and security of deputies and inmates. Corporals are essential in the training of new deputies. This position is governed by county and departmental policies and procedures and all laws concerning Detention Center personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews condition of each cell at the beginning of their shift. Assures each deputy has matched their POD head count to each inmate for security measures.
2. Reviews previous shift reports in order to acknowledge any special circumstances that may have occurred.
3. Assists in searching male prisoners arrested before incarceration.
4. Oversees cell security searches for contraband or improper activity daily or more frequently if necessary.
5. Provides continuous supervision of inmates and maintains control of Detention Center environment to prevent disturbances.
6. As sits and/or relieves various Detention Deputies as needed.
7. Enters inmate money collected at time of intake into the CORE inmate funds account.
8. Prior to an inmate being released, the Corporal reviews the inmate dispositions from court and other check list points to assure the inmate is indeed eligible for release.
9. Assists in logging activities in a shift report that are pertinent to the next shift of deputies on duty.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Academy

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: 10-Key, Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and

equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, risk of radiation. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, use hands to finger, handle, or feel; and frequently required to sit, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

Directly supervises Detention Deputies or Matrons within the department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years Detention Center experience. Completion of jail standards certification training course (32 hours) and state certification through the Arkansas Law Enforcement Academy (480 hours); and annual firearms including pistol and rifle qualifications.

Knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center).

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breathalyzer, calculator, PC computer, AFIS computer, radio and typewriter.

WORKING RELATIONSHIPS:

Daily contact with the Detention Deputy Administrator, Detention Deputies and Matrons, Patrol Deputies, Fort Smith Police, and inmates.

Must occasionally engage with combative inmates. Exposed to the threat of physical violence, verbal abuse, or injury.



Detention 1st Lieutenant

Job Description

Exempt: No

Safety Sensitive: No

Department: Sheriff

Reports To: Captain/Jail Administrator

Location: Unit 1 or Unit 2

Grade: Sheriff

GENERAL DESCRIPTION OF POSITION

The Detention 1st Lieutenant is a management position within the Detention Center with first line supervisory responsibilities. The 1st Lieutenant is responsible for supervision of personnel and the administrative duties for an assigned section or team including the coordination of equipment staffing and management. In addition to directly supervising other County Detention personnel the incumbent will supervise volunteers and by be responsible for the safety of visitors, professional staff, and persons making repairs in the facility. Additionally, this individual is responsible for arranging for the transportation and supervision of residents outside the facility; documenting group and individual activities; assessing and responding to situations that could become dangerous if mishandled; assuring that the facility is clean and well maintained; and assisting the general public, other counties, court staff, attorneys, law enforcements officers, school officials, mental health and health professionals in their endeavors with the residents. The possibility for error is ever-present due to the content and requirements of the job and an error could easily affect the County's prestige and relationship with the public. The incumbent in

this position must meet all training requirements including, but not limited to the requirements for the position of 1st Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise all detention officers as assigned as well as any civilian personnel. Check time cards. Check to make sure all job duties are completed.
2. Interview applicants for positions within the jail.
3. Check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Monitor and approve on the job training for new hires.
4. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contract as required. Maintain a current knowledge of proper prisoner transportation handling procedures. Assist in budget preparation, jail planning, writing jail policies and procedures.
5. Answer complaints and grievances handled through the Sheriff's Office against officers.
6. Check medical books. Check with officials to see if any supplies are needed.
7. Will oversee Unit 1 and Unit 2 Act 309 Program.
8. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
9. Prepare special reports, conduct jail inspections, and supervise detainees.
10. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
11. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.
12. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations. Receive advanced training in the use of self defense and physical constraint procedures.
13. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.
14. Overseer of all Guardian system statistics and issues.
15. Assist Captain/Jail Administrator with maintenance for all departments.
16. Primary Internal Affairs Investigator for Unit 1 and Unit 2.
17. Review and sign off on all jail incident reports.

18. Supervise video retention for Unit 1 and Unit 2.
19. Will be main point of contact and maintain communication for all Detention Chaplains.
20. Assist with FOIA's by gathering information deriving from the detention center.
21. Will be point of contact for Unit 1 and Unit 2 when Captain/Jail Administrator is out of office.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 5 subordinate supervisor(s) who supervise(s) a total of 21 employee(s). Supervises 16 non-supervisory employee(s). Departments supervised by this position include Unit. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification, Deputy II and Auxiliary Training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to work near moving mechanical parts, outdoor weather conditions; and .

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the State ACIC (Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation.

The incumbent must be able to perform all of the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, PC computer, AFIS computer, radio. Must possess a valid Driver's License.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2022-04-07 08:57:35

Job Description for Detention 1st Lieutenant
Created by www.dbdescriptions.com

Craighead County

Detention Center Assistant Jail Administrator

Job Description

Job Code: 1000
Exempt: Yes
Department: Assistant Jail Administrator
Reports To: Jail Administrator
Location: Detention Center
Date Prepared: March 01, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Assumes Jail Administrator duties during the Jail Administrators absence; Assists the Jail Administrator supervise facility operations in compliance with Arkansas Commission on Jail Standards and Agency Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors the safety and security of the facility, the staff and the inmates. This duty is performed daily, about 25% of the time.
2. Monitors and supervises staff and inmates. This duty is performed daily, about 25% of the time.
3. Ensures departmental procedures are current and correct. This duty is performed daily, about 25% of the time.
4. Ensures inmate files are generated in a timely and orderly manner. This duty is performed daily, about 25% of the time.
5. Prepares reports and documents for the Jail Administrator, and assists in daily operations. This duty is performed as needed, about 10% of the time.
6. Coordinates with the Arkansas Department of Corrections with the implementation of the Act 309 Inmate Program. This duty is performed as needed, about 10% of the time.
7. Assigns work details for the Act 309 inmates and provides counseling and/or disciplinary action if necessary. This duty is performed as needed, about 10% of the time.
8. Performs other duties at the direction of the Jail Administrator. This duty is performed as needed, about 5% of the time.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma - Certified Detention Officer - Supervision Experience

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Other

Intermediate: Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra large group (25+) of employees who are engaged in diversified activities in one or more departments.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and

production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

Craighead County

Detention Center Assistant Jail Admin. (Juvenile)

Job Description

Job Code: 1000
Exempt: No
Department: Assistant Jail Administrator JUVENILE
Reports To: Assistant Jail Administrator
Location: Detention Center
Date Prepared: March 01, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Directly supervise the Juvenile Detention Center, and the Juvenile Officers in the day to day operations of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the yearly juvenile grant budget, while constantly seeking ways to run the facility more efficiently. This duty is performed annually, about 2% of the time.
2. Monitors and supervises improvement of the juvenile area, policy and procedures, and performances of the officers. This duty is performed annually, about 25% of the time.
3. Assists the Jail Administrator and Assistant Jail Administrator with administrative duties in the facility as a whole, including supervision of Officers, assisting in training of staff and Jailer's School, and supervising and updating officer training files. This duty is performed annually, about 25% of the time.
4. In charge of the facility as a whole in the absence of the Jail Administrator and the Assistant Jail Administrator. This duty is performed annually, about 25% of the time.
5. Performs other duties at the direction of the Jail Administrator. This duty is performed as needed, about 5% of the time.
6. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS Diploma or Equivalent - Supervision experience - Juvenile Detention experience

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry, Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical

work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY

Position Description

JOB TITLE: Shift Commander

Exempt (Y/N): YES

DEPARTMENT: Detention Center

DATE PREPARED: March 5, 2013

SUPERVISOR: Security Director

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Security Director, the Shift Commander is a supervisory and administrative position. The Shift Commander is responsible for the supervision of the Relief Commander, Detention Officers and inmates. The Shift Commander oversees the security, well-being, and the safety of staff and inmates housed in the Detention Center. The Shift Commander assists the Security Director in the management and control of the Detention Center. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates. The Shift Commander is a member of the Security Team and leader of the Shift Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

1. Performs duties for the Detention Center, including, but not limited to:

a. Leadership/Management

- 1) Serves as acting Security Director in the absence of the Security Director.
- 2) Supervises Relief Commanders (Sergeants), Area Supervisors (Corporals), and Detention Officers, and sees that all duties are carried out according to the County's Policies and the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
- 3) Provides for the leadership, guidance, direction and control necessary for the operation of the Detention Center to maintain the safety and security of staff, inmates and the public.
- 4) Makes security patrols throughout the Detention Center, including the direct supervision Housing Units no less than two (2) times per shift to verify that proper information and facts are shared, enhancing teamwork, and verifying the County and Detention Center policies and procedures are being followed.
- 5) Supervises inmates to provide for a safe, secure and quiet environment.
- 6) Makes recommendations for areas of improvements to the Security Director.
- 7) Accurately transmits information received up and down the chain of command and presents information appropriately without distortion by personal biases while promoting meaningful communication by evaluating formal and informal lines of communication from staff to staff, staff to inmates, and staff to administration.
- 8) Supervises and recommends selection, transfer, scheduling, and training of subordinates.
- 9) Assists the Security Director in the development and application of goals, policy and procedures, post orders, forms, the Inmate Handbook, daily schedules and objectives of the Detention Center to see that the constitutional rights of all staff and inmates are met.
- 10) In conjunction with the Relief Commander, provides periodic and continuing formal and informal evaluations of subordinate staff while providing advice, supervision, assistance and immediate response to staff to address questions related to the operation and organization of the Detention Center and inmate procedures and protocols.
- 11) Participates on internal/external committees/taskforces as assigned or necessary.

- 12) Provides leadership by example.
- 13) Creates and maintains a mentoring environment for staff to develop.
- 14) Prepares and presents briefing and assigns directives to subordinate staff.
- 15) Conducts investigations into allegations of misconduct made by citizens, inmates or received from other sources. When necessary recommends and initiates staff discipline following policy and procedures.
- 16) Continuously audits operations of the unit and staff members to determine compliance with department directives and initiate corrective actions where necessary to insure the Direct Supervision philosophy.
- 17) Provides a positive example of subordinates in compliance with the mission statement, vision statement, organizational values and department directives.

b. Human Resources

- 1) Prepares for and conducts Shift Briefings.
- 2) Manages shift staff which includes verifying proper staffing, reviewing post assignments, reviewing staff overtime, assigning shift and daily duties, adhering to policy and procedures, and delegating special tasks.
- 3) Approves duty roster, vacations and leaves, and training schedules in coordination with the Security Director.
- 4) Justifies and controls overtime, reviews payroll sheets and submits to clerical staff for input.
- 5) Provides on-the-job training to all deputies, especially inexperienced or recently promoted deputies, in various duties of the post to verify the safe and orderly operation of the Detention Center.
- 6) Continually evaluates subordinate staff to determine their effectiveness in meeting requirements and providing services.
- 7) Reviews actions taken by immediate subordinates to confirm compliance with technical, managerial, and administrative requirements.
- 8) Conducts regular performance evaluations.
- 9) Notifies the Security Director when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Makes recommendations regarding disciplinary matters involving staff.
- 10) Assists the Security Director in making decisions on disciplinary matters involving staff.
- 11) Participates in the recruitment and selection of new employees at the request of the Security Director.
- 12) Develops and implements shift staff schedules.
- 13) Initiates and implements staff discipline following policy and procedures.

c. Financial Management

- 1) Assists the Security Director in overseeing the expenditures throughout the Detention Center.
- 2) Sees that funds are collected and properly receipted. This includes time pay fines, cash bonds, and cash forfeitures.
- 3) Collects and receipts for money received for bonds, fines and fees, and completes accurate records.
- 4) Assists the Security Director in determining if the Detention Center is adequately equipped with the needed equipment, supplies and furnishings and makes recommendations for purchases, as needed.

d. Correctional Management

- 1) Oversees the general operation of the Detention Center during a shift.
- 2) Supervises subordinate staff and assumes their duties as needed. Duties include, but are not limited to: transport of inmates, supervising inmates, booking/release procedures, evaluation of current and new inmates, classification assignments, searches and shakedowns, and administering medication.
- 3) Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
- 4) Oversees the rights of inmates.
- 5) Enforces inmate accountability.
- 6) Assists the Security Director or personally hears and acts on appeals of disciplinary action involving inmates according to the Inmate Handbook.
- 7) Provides that all inmates are transported to appear in court on proper dates and correct times.
- 8) Maintains and inspects the Detention Center to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
- 9) Makes certain perpetual audits are performed and initiates corrective action.
- 10) Oversees the maintenance of alarms, fire sprinkler systems, electrical lighting system, emergency generator (and fuel supply), heating and cooling system, elevator, snow removal, overall cosmetic appearance and structure maintenance.
- 11) Oversees inmate services, supplies, food and medical and mental health are provided to inmates.
- 12) Maintains proper docket of all inmates admitted to custody in the facility.
- 13) Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
- 14) Provides transport services for medical appointments for inmates.
- 15) Accurately operates the Detention Center's Jail Management System, Guardian RIFD, and develops reports as requested or required by Standards.
- 16) Inspects the Post Log and Inmate Logs on a daily basis and takes corrective action as needed.
- 17) Intervenes in crisis or stressful situations calmly, quickly, and decisively.
- 18) Coordinates activities with other departments as needed.
- 19) Reviews all paperwork related to inmate services for accuracy, completion and up-to-date information, including: detainees/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys. Sees that booking documentation is completed and identifies appropriate release dates. Authorized to issue inmate "good-time" within limits set by Judge.
- 20) Reviews inmate screening forms to appropriately classify for cell assignment. Reviews, evaluates and takes appropriate action to change cell placement when necessary. Alert staff, mental health and medical staff of inmate concerns at classification time. Follow-up with court and pre-trial release agency as needed, concerning inmate classification.
- 21) Releases and transfers inmates to other jurisdictions in a timely manner.
- 22) Coordinates weekly meetings with mental and medical officials to exchange information related to inmate health concerns. Assist mental health worker in court committing inmates to be transferred to area psychic units for evaluation.
- 23) Coordinates Social Security Income Capture process. Records, reviews and verifies inmate information with Social Security Administration and other jurisdictions.
- 24) Administers and oversees the Electronic Monitoring Program. Make revisions and amendments to program as necessary.

- 25) Monitors the shift's volunteer program. Assists in recruiting and directing volunteers for programs in the Detention Center.
- e. Criminal Justice System Community
- 1) Maintains contact with the general public, court officials, and other criminal justice officials in the performance of operating activities.
 - 2) Acts as a liaison between inmates, the public, and area agencies.
 - 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
 - 4) Conducts tours of the Detention Center.
 - 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.
 - 6) Receives, reviews and refers citizen complaints to appropriate command staff.

SUPERVISORY RESPONSIBILITIES:

1. Directly and indirectly supervises the Relief Commander, Area Supervisor and Detention Officers.
2. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
5. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Exudes the ability to successfully operate the largest Garland County building with one of the largest functional budgets. With a building this predominate in the community, the Detention Center is likely to come under tremendous public scrutiny and the incumbent must have the qualities to respond in a positive and responsive manner.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass a placement test prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.

7. Agreement to maintain a drug-free and tobacco-free workplace.
8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of reliable and legal transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Memory, reasoning and using judgment and problem-solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. Associate of Arts degree or the equivalent college work.
2. The incumbent must possess supervisory skills and a minimum of three (3) years previous managerial experience in an adult detention facility or institution, preferably in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy (114 hour training course) or similar program.
4. Completion of, or ability to complete, Street Survival Course (35 hours) and Jail Management course unique to Arkansas or similar courses.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.
8. Certified or the ability to become certified in any other weapons or equipment that is used such as: ASP, OC Spray, handcuffs and intoxilyzer.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Shift Supervisor.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devices, mace qualifications, Intoxilyzer class for administering Alcohol Testing, and self-defense training.
4. Knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Board.
5. Display a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines.
6. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
7. Show a broad understanding in the field of criminology and corrections.
8. Knowledge of the dynamics of human behavior.
9. Provide motivation for staff to want to learn, and develop.
10. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
11. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
12. Demonstrate excellent organizational skills.
13. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
14. Provide good interpersonal and communication skills, both verbal and written.
15. Demonstrate analytical skills and can perform basic mathematical functions.
16. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.
17. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the ACA Core Jail Standards, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails and Community Confinement Facilities, the ACA Adult Community Residential Services and Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Thorough knowledge of relevant Federal, State, County and City laws and ordinances, including the Arkansas Jail Standards.
3. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
4. Excellent working knowledge of correction and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
5. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
6. Aware of new and emerging technologies and their possible use in the Detention Center.
7. Direct Supervision and Interpersonal Personal Communication Skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.

10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as HIV, Hepatitis A, B and C and tuberculosis.
4. This position also involves shift work including weekends, holidays, and overtime as needed.



Assistant Detention Administrator Job Description

Job Title	<i>Assistant Detention Administrator</i>
Reports To	<i>Detention Administrator</i>

Job Summary:

The Assistant Detention Administrator is responsible to assist the Detention Administrator in the operations and programs within the Detention Division. The Assistant Detention Administrator assumes the duties, responsibilities, and authority of the Detention Administrator in his/her absence. The Assistant Detention Administrator shall assign and direct subordinates, ensuring that the employee handbook, policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Assistant Detention Administrator shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline, or discharge of employees in accordance with the Sheriff's Office Policy and Procedures, Jefferson County, and Arkansas Statutes. The Assistant Detention Administrator is directly accountable to the Detention Administrator to assist with the implementation of all of the Sheriff's Orders and Directives concerning the operation of the Detention Division.

Essential Duties and Responsibilities:

The duties of the office of county sheriff in Arkansas are divided into three (3) major areas. The sheriff is the chief enforcement officer of the courts, conservator of the peace in the county, and has custody of the jail.

Essential duties and responsibilities include the following and others as may be assigned:

- Manage detainee complaint process and investigate complaints as required.
- Manage all aspects of the detainee disciplinary program and any related proceedings by providing due process as required by law.
- Manage division supervisors and counsel personnel as required.
- Assist in the professional development of division personnel and perform supervisory employee performance evaluations.
- Relieve from duty any personnel considered incapable of performing required duties.
- Prepares, maintains, and interprets detention records in accordance with detention policies, state law, and applicable administrative rules.
- Manages all required detainee health care programs for the needs of the detainees and coordinates with outside agencies for detainee rehabilitation.
- Manages and organizes people and resources toward the effective and efficient pursuit of agency and division directives.
- Meets with the Detention Administrator and other management staff to discuss policies, procedures, and programs that affect the operation of the division.
- Participate as needed to assist with agency wide planning and program development.
- Attend meetings as required to represent the division as requested by the Detention Administrator.
- Assists in the screening and hiring of applicants to work in the detention facilities.
- Develops and maintains scheduling of personnel for efficient & effective operation of the detention facilities.
- Assures effective communications of detention issues and any changes in procedures and protocols.



Assistant Detention Administrator Job Description

- Completes detailed reports and required paperwork; and performs follow-up investigations as required.
- Monitors telephone and video calls and visitors of detainees including families, conducts, and/or supervises the conduct of internal investigations in the jail or involving detention staff transporting detainees.
- Ensures effective cleaning and maintenance of the detention facilities, vehicles, and equipment as assigned.
- Follows and ensures compliance to established Department policies and those outlined in the Jefferson County Sheriff's Office Employee Handbook.
- Any other duties as assigned to fulfill the needs, objectives, and/or goals of the Jefferson County Sheriff's Office.

Special Knowledge, Skills, Abilities, or Education

- Through knowledge of the laws and statutes of the State of Arkansas along with all principles and practices of detention management.
- Knowledge of the principles and techniques of photography and fingerprinting.
- Able to calmly react both physically and mentally to a variety of emergency situations.
- Able to establish and maintain effective working relationships with and interact with supervisors, detainees, other law enforcement agencies, and the public.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.
- Able to apply and train others in regulations regarding jails and confinement of detainees and of the principles, techniques, and practices involved in detainee care and maintenance

Essential Job Functions:

- Assure that the jail is operated in accordance with modern correctional procedures, and in accordance with all local, state, and federal laws and regulations related to corrections and jail operations. Including housing, feeding, clothing, medical care, recreation, safety and education of detainees.
- Subdues combatant detainees, forcibly if necessary, using handcuffs and other restraints; subdues detainees using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepares reports using appropriate grammar, symbols, and mathematical computations.
- May be required to walk, run, stand, stoop, crawl, or sit for prolonged periods of time; lift heavy objects or people; overcome the resistance of a subject.
- Must be able to perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, and/or controlled substances.
- Must be physically able to perform all required duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional training.
- Must be knowledgeable of the proper procedures and policies for the sheriff's office.



Assistant Detention Administrator Job Description

Qualifications:


- Five (5) years of experience as a Detention Officer / Deputy Jailer or equivalent position in related field, including three (3) years in a supervisory role.
- Must be a citizen of the United States and resident in Jefferson County.
- Must possess a valid Arkansas Driver's License.
- Must be at least 18 years of age on date of hire.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Associates or bachelor degree preferred.
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Jailer training course within nine (9) months of initial employment and must maintain a minimum of sixteen (16) hours of continuing education per year.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer

Job Type: Full-Time (Safety Sensitive)

Salary: \$59,529.60

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021



Adult Detention Lieutenant Job Description

Job Title:	<i>Adult Detention Lieutenant</i>
Reports To:	<i>Chief of Security – Captain</i>

Job Summary:

The Adult Detention Lieutenant works such hours and assignments as directed by the Sheriff, Chief Deputy, Major, or Captain. The Lieutenant is responsible to plan, organize, implement, assigned operations and programs. The Lieutenant shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Lieutenant shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of department employees in accordance with Employee Handbook, Policy and Procedures, Jefferson County, and Arkansas Statutes.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following and others as may be assigned:

- Provides supervision of assigned programs and personnel on daily basis. Monitor and evaluate programs for improvements, coordinating and integrating new procedures as needed.
- Manage and evaluate staff, develop job descriptions, objectives and conducts employee performance evaluations.
- Receives the complaints and notification of employee grievances of the assigned employees and uses independent judgement in making recommendations to effectively address the complaints and grievances.
- Ensures that all assigned personnel are competent to carry out their assigned duties and to relieve from duty any employee considered incompetent.
- Ensure that all assigned staff meet Federal, State, and County training requirements. Attends professional seminars and training programs to keep current on issues affecting agency operations.
- Administers and supervises programs as directed. Review, prioritize, schedule, and assign employees as required to meet program goals.
- Meet with the Detention Administrator, Captain, first-line supervisors, and other management staff and employees to discuss programs, policies / procedures, rules, and changes that may affect the operation of the agency or facility.
- Maintains personal proficiency in the use of weapons, tactics, and enforcement tools or techniques. Takes proper enforcement actions for violations of the law.
- Communicates with appropriate agencies and personnel in regard to facility operations.
- Through supervision of subordinate supervisors and staff ensures a safe and secure environment for detainees and employees.
- Inspects the physical and sanitary conditions of the facility.
- Tours the facility to ensure all operations are being performed properly.
- Ensures proper function of electronic and mechanical systems and devices in the plants such as surveillance equipment, electronic gates, locks, telephones, and control systems.
- Oversees and conducts roll call and count for detainees.



Adult Detention Lieutenant Job Description

- Enforces periodic search and seizure of contraband.
- Monitors activities of detainees and detention staff, education and social service professionals working in the facility to ensure the provision of adequate security services.
- Intervenes in any serious situation and deploys and directs detention staff to quell disturbances when necessary.
- Assumes full responsibility for the facility in the absence of superiors during an assigned shift, holiday, and/or weekend duty coverage.
- Intake and placement assignment. Participates in the classification of newly arrived detainees, directs search and seizure of monies, valuables, and other materials from newly arrived detainees; determines cells or dormitories to be assigned to detainees based on their crimes, mental or physical conditions, and associates or adversaries.
- Investigates suspicious conditions and complaints.
- Maintains order in the safe operation of the facility.
- Answers complaints, investigates, and takes necessary corrective action.
- Operates assigned vehicles as required and performs minor maintenance such as adding fuel, oil, and checking tire pressure.
- Attends and testifies in court as required.
- Upholds all principles of the Code of Ethics, policy, and professional standards.
- Performs other related work as required and other duties as assigned.

Special Knowledge, Skills, Abilities, or Education

- Knowledge of Federal, State, and County polices, ordinances, and detention standards, including rules and regulations.
- Knowledge of modern detention methods.
- Ability to physically and mentally react in a variety of emergency situations.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.

Essential Job Functions:

- Subdues combatant detainees, forcibly if necessary, using handcuffs and other restraints; subdues detainees using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Prepares reports using appropriate grammar, symbols, and mathematical computations.
- May be required to walk, run, stand, stoop, crawl, or sit for prolonged periods of time; lift heavy objects or people; overcome the resistance of a suspect.
- Must be able to perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, controlled substances.
- Must be physically able to perform all required duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional training.
- Must be knowledgeable of the proper procedures and policies for the sheriff's office.

Qualifications:

- Must be a citizen of the United States and resident of Jefferson County, Arkansas.



Adult Detention Lieutenant Job Description


- Must possess a valid Arkansas Driver's License.
- Must be at least 18 years of age on date of hire.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Jailer training course within nine (9) months of initial employment and must maintain a minimum of sixteen (16) hours of continuing education per year.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer

Job Type: Full-Time (Safety Sensitive)

Salary: \$49,608.00

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021

**Sebastian County 2020
ADC Assistant Administrator 0418
Job Description**

Job Code: 05001
Exempt: Yes
Department: Adult Detention Center
Reports To: Adult Detention Administrator
Location: Not indicated.
Date Prepared: May 21, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for monitoring the daily operation of the Adult Detention facility. This position is governed by state jail regulations, federal court decisions and departmental and county policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors the security and condition of the Detention Center in compliance with standard operating procedures. Assigns and supervises activities of Shift Supervisors and Detention Deputies as needed.
2. Oversees, monitors and answers inmate grievance procedures as established by the federal court.
3. Reports daily to the Adult Detention Administrator and receives instructions or advice on how to deal with various situations.
4. Holds the position of custodian of records.
5. Oversees and monitors inmate phone systems.
6. Schedules adequate personnel for jail operations to ensure compliance with jail standards and the completion of tasks and trips can be accomplished safely and securely.
7. Monitor, prepares answers, and testifies in federal court for civil rights suits filed against the County.
8. Oversees, monitors, and supervises several computer systems.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification, Certified through Arkansas Law Enforcement Training Academy

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Payroll Systems, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and

review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra large group (25+) of employees who are engaged in similar activities in one or more departments.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level

positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear, taste or smell; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years jail management and operations experience. Knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal

laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breathalyzer, calculator, PC computer, AFIS computer, radio and typewriter.

WORKING RELATIONSHIPS:

Daily contact with the Administrator, the Records Department, Communications Department, County Jail personnel, Judges, attorneys, prosecutors, suppliers, general public and convicted criminals.

The incumbent is on call 24 hours per day, 7 days per week. Exposed to threat of physical violence, injury, and verbal abuse.



Detention Lieutenant

Job Description

Exempt: No

Department: Sheriff

Reports To: Captain/Jail Administrator

Location: Unit 1 or Unit 2

Grade: Sheriff

GENERAL DESCRIPTION OF POSITION

The Detention Lieutenant is a management position within the Detention Center with first line supervisory responsibilities. The Lieutenant is responsible for supervision of personnel and the administrative duties for an assigned section or team including the coordination of equipment staffing and management. In addition to directly supervising other County Detention personnel the incumbent will supervise volunteers and by be responsible for the safety of visitors, professional staff, and persons making repairs in the facility. Additionally, this individual is responsible for arranging for the transportation and supervision of residents outside the facility; documenting group and individual activities; assessing and responding to situations that could become dangerous if mishandled; assuring that the facility is clean and well maintained; and assisting the general public, other counties, court staff, attorneys, law enforcements officers, school officials, mental health and health professionals in their endeavors with the residents. The possibility for error is ever-present due to the content and requirements of the job and an error could easily affect the County's prestige and relationship with the public. The incumbent in this position must meet all training requirements including, but not limited to the requirements for the position of

TR

Lieutenant

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise all detention officers as assigned as well as any civilian personnel. Check time cards. Check to make sure all job duties are completed.
2. Interview applicants for positions within the jail.
3. Check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Monitor and approve on the job training for new hires.
4. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contract as required. Maintain a current knowledge of proper prisoner transportation handling procedures. Assist in budget preparation, jail planning, writing jail policies and procedures.
5. Answer complaints and grievances handled through the Sheriff's Office against officers.
6. Check medical books. Check with officials to see if any supplies are needed.
7. Oversee the jail chaplains.
8. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
9. Prepare special reports, conduct jail inspections, and supervise detainees.
10. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
11. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.
12. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations. Receive advanced training in the use of self defense and physical constraint procedures.
13. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 12 to 18

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 5 subordinate supervisor(s) who supervise(s) a total of 21 employee(s). Supervises 16 non-supervisory employee(s). Departments supervised by this position include Unit. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, food and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important-tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification, Deputy U and Auxiliary Training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear, *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to work near moving mechanical parts, outdoor weather conditions; and

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the State ACIC (Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation.

The incumbent must be able to perform all of the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, PC computer, AFIS computer, radio. Must possess a valid Driver's License.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-07-22 09:22:29

Craighead County

Detention Center Assistant Jail Administrator

Job Description

Job Code: 1000
Exempt: Yes
Department: Assistant Jail Administrator
Reports To: Jail Administrator
Location: Detention Center
Date Prepared: March 01, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Assumes Jail Administrator duties during the Jail Administrators absence; Assists the Jail Administrator supervise facility operations in compliance with Arkansas Commission on Jail Standards and Agency Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors the safety and security of the facility, the staff and the inmates. This duty is performed daily, about 25% of the time.
2. Monitors and supervises staff and inmates. This duty is performed daily, about 25% of the time.
3. Ensures departmental procedures are current and correct. This duty is performed daily, about 25% of the time.
4. Ensures inmate files are generated in a timely and orderly manner. This duty is performed daily, about 25% of the time.
5. Prepares reports and documents for the Jail Administrator, and assists in daily operations. This duty is performed as needed, about 10% of the time.
6. Coordinates with the Arkansas Department of Corrections with the implementation of the Act 309 Inmate Program. This duty is performed as needed, about 10% of the time.
7. Assigns work details for the Act 309 inmates and provides counselling and/or disciplinary action if necessary. This duty is performed as needed, about 10% of the time.
8. Performs other duties at the direction of the Jail Administrator. This duty is performed as needed, about 5% of the time.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma - Certified Detention Officer - Supervision Experience

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Other

Intermediate: Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra large group (25+) of employees who are engaged in diversified activities in one or more departments.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and

production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
Position Description

JOB TITLE: Shift Commander LT

Exempt (Y/N): YES

DEPARTMENT: Detention Center

DATE PREPARED: March 5, 2013

SUPERVISOR: Security Director

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Security Director, the Shift Commander is a supervisory and administrative position. The Shift Commander is responsible for the supervision of the Relief Commander, Detention Officers and inmates. The Shift Commander oversees the security, well-being, and the safety of staff and inmates housed in the Detention Center. The Shift Commander assists the Security Director in the management and control of the Detention Center. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates. The Shift Commander is a member of the Security Team and leader of the Shift Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

- i. Performs duties for the Detention Center, including, but not limited to:
 - a. Leadership/Management
 - 1) Serves as acting Security Director in the absence of the Security Director.
 - 2) Supervises Relief Commanders (Sergeants), Area Supervisors (Corporals), and Detention Officers, and sees that all duties are carried out according to the County's Policies and the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
 - 3) Provides for the leadership, guidance, direction and control necessary for the operation of the Detention Center to maintain the safety and security of staff, inmates and the public.
 - 4) Makes security patrols throughout the Detention Center, including the direct supervision Housing Units no less than two (2) times per shift to verify that proper information and facts are shared, enhancing teamwork, and verifying the County and Detention Center policies and procedures are being followed.
 - 5) Supervises inmates to provide for a safe, secure and quiet environment.
 - 6) Makes recommendations for areas of improvements to the Security Director.
 - 7) Accurately transmits information received up and down the chain of command and presents information appropriately without distortion by personal biases while promoting meaningful communication by evaluating formal and informal lines of communication from staff to staff, staff to inmates, and staff to administration.
 - 8) Supervises and recommends selection, transfer, scheduling, and training of subordinates.
 - 9) Assists the Security Director in the development and application of goals, policy and procedures, post orders, forms, the Inmate Handbook, daily schedules and objectives of the Detention Center to see that the constitutional rights of all staff and inmates are met.
 - 10) In conjunction with the Relief Commander, provides periodic and continuing formal and informal evaluations of subordinate staff while providing advice, supervision, assistance and immediate response to staff to address questions related to the operation and organization of the Detention Center and inmate procedures and protocols.
 - 11) Participates on internal/external committees/taskforces as assigned or necessary.

- 12) Provides leadership by example.
- 13) Creates and maintains a mentoring environment for staff to develop.
- 14) Prepares and presents briefing and assigns directives to subordinate staff.
- 15) Conducts investigations into allegations of misconduct made by citizens, inmates or received from other sources. When necessary recommends and initiates staff discipline following policy and procedures.
- 16) Continuously audits operations of the unit and staff members to determine compliance with department directives and initiate corrective actions where necessary to insure the Direct Supervision philosophy.
- 17) Provides a positive example of subordinates in compliance with the mission statement, vision statement, organizational values and department directives.

b. Human Resources

- 1) Prepares for and conducts Shift Briefings.
- 2) Manages shift staff which includes verifying proper staffing, reviewing post assignments, reviewing staff overtime, assigning shift and daily duties, adhering to policy and procedures, and delegating special tasks.
- 3) Approves duty roster, vacations and leaves, and training schedules in coordination with the Security Director.
- 4) Justifies and controls overtime, reviews payroll sheets and submits to clerical staff for input.
- 5) Provides on-the-job training to all deputies, especially inexperienced or recently promoted deputies, in various duties of the post to verify the safe and orderly operation of the Detention Center.
- 6) Continually evaluates subordinate staff to determine their effectiveness in meeting requirements and providing services.
- 7) Reviews actions taken by immediate subordinates to confirm compliance with technical, managerial, and administrative requirements.
- 8) Conducts regular performance evaluations.
- 9) Notifies the Security Director when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Makes recommendations regarding disciplinary matters involving staff.
- 10) Assists the Security Director in making decisions on disciplinary matters involving staff.
- 11) Participates in the recruitment and selection of new employees at the request of the Security Director.
- 12) Develops and implements shift staff schedules.
- 13) Initiates and implements staff discipline following policy and procedures.

c. Financial Management

- 1) Assists the Security Director in overseeing the expenditures throughout the Detention Center.
- 2) Sees that funds are collected and properly receipted. This includes time pay fines, cash bonds, and cash forfeitures.
- 3) Collects and receipts for money received for bonds, fines and fees, and completes accurate records.
- 4) Assists the Security Director in determining if the Detention Center is adequately equipped with the needed equipment, supplies and furnishings and makes recommendations for purchases, as needed.

d. Correctional Management

- 1) Oversees the general operation of the Detention Center during a shift.
- 2) Supervises subordinate staff and assumes their duties as needed. Duties include, but are not limited to: transport of inmates, supervising inmates, booking/release procedures, evaluation of current and new inmates, classification assignments, searches and shakedowns, and administering medication.
- 3) Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
- 4) Oversees the rights of inmates.
- 5) Enforces inmate accountability.
- 6) Assists the Security Director or personally hears and acts on appeals of disciplinary action involving inmates according to the Inmate Handbook.
- 7) Provides that all inmates are transported to appear in court on proper dates and correct times.
- 8) Maintains and inspects the Detention Center to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
- 9) Makes certain perpetual audits are performed and initiates corrective action.
- 10) Oversees the maintenance of alarms, fire sprinkler systems, electrical lighting system, emergency generator (and fuel supply), heating and cooling system, elevator, snow removal, overall cosmetic appearance and structure maintenance.
- 11) Oversees inmate services, supplies, food and medical and mental health are provided to inmates.
- 12) Maintains proper docket of all inmates admitted to custody in the facility.
- 13) Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
- 14) Provides transport services for medical appointments for inmates.
- 15) Accurately operates the Detention Center's Jail Management System, Guardian RIFD, and develops reports as requested or required by Standards.
- 16) Inspects the Post Log and Inmate Logs on a daily basis and takes corrective action as needed.
- 17) Intervenes in crisis or stressful situations calmly, quickly, and decisively.
- 18) Coordinates activities with other departments as needed.
- 19) Reviews all paperwork related to inmate services for accuracy, completion and up-to-date information, including: detainees/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys. Sees that booking documentation is completed and identifies appropriate release dates. Authorized to issue inmate "good-time" within limits set by Judge.
- 20) Reviews inmate screening forms to appropriately classify for cell assignment. Reviews, evaluates and takes appropriate action to change cell placement when necessary. Alert staff, mental health and medical staff of inmate concerns at classification time. Follow-up with court and pre-trial release agency as needed, concerning inmate classification.
- 21) Releases and transfers inmates to other jurisdictions in a timely manner.
- 22) Coordinates weekly meetings with mental and medical officials to exchange information related to inmate health concerns. Assist mental health worker in court committing inmates to be transferred to area psychiatric units for evaluation.
- 23) Coordinates Social Security Income Capture process. Records, reviews and verifies inmate information with Social Security Administration and other jurisdictions.
- 24) Administers and oversees the Electronic Monitoring Program. Make revisions and amendments to program as necessary.

- 25) Monitors the shift's volunteer program. Assists in recruiting and directing volunteers for programs in the Detention Center.
- e. Criminal Justice System Community
- 1) Maintains contact with the general public, court officials, and other criminal justice officials in the performance of operating activities.
 - 2) Acts as a liaison between inmates, the public, and area agencies.
 - 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
 - 4) Conducts tours of the Detention Center.
 - 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.
 - 6) Receives, reviews and refers citizen complaints to appropriate command staff.

SUPERVISORY RESPONSIBILITIES:

1. Directly and indirectly supervises the Relief Commander, Area Supervisor and Detention Officers.
2. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
5. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Exudes the ability to successfully operate the largest Garland County building with one of the largest functional budgets. With a building this predominate in the community, the Detention Center is likely to come under tremendous public scrutiny and the incumbent must have the qualities to respond in a positive and responsive manner.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass a placement test prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.

7. Agreement to maintain a drug-free and tobacco-free workplace.
8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of reliable and legal transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Memory, reasoning and using judgment and problem-solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. Associate of Arts degree or the equivalent college work.
2. The incumbent must possess supervisory skills and a minimum of three (3) years previous managerial experience in an adult detention facility or institution, preferably in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy (114 hour training course) or similar program.
4. Completion of, or ability to complete, Street Survival Course (35 hours) and Jail Management course unique to Arkansas or similar courses.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.
8. Certified or the ability to become certified in any other weapons or equipment that is used such as: ASP, OC Spray, handcuffs and intoxilyzer.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Shift Supervisor.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devises, mace qualifications, Intoxlyzer class for administering Alcohol Testing, and self-defense training.
4. Knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Board.
5. Display a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines.
6. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
7. Show a broad understanding in the field of criminology and corrections.
8. Knowledge of the dynamics of human behavior.
9. Provide motivation for staff to want to learn, and develop.
10. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
11. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
12. Demonstrate excellent organizational skills.
13. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
14. Provide good interpersonal and communication skills, both verbal and written.
15. Demonstrate analytical skills and can perform basic mathematical functions.
16. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.
17. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the ACA Core Jail Standards, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails and Community Confinement Facilities, the ACA Adult Community Residential Services and Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Thorough knowledge of relevant Federal, State, County and City laws and ordinances, including the Arkansas Jail Standards.
3. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
4. Excellent working knowledge of correction and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
5. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
6. Aware of new and emerging technologies and their possible use in the Detention Center.
7. Direct Supervision and Interpersonal Personal Communication Skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.

10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as HIV, Hepatitis A, B and C and tuberculosis.
4. This position also involves shift work including weekends, holidays, and overtime as needed.



Adult Detention Lieutenant Job Description

Job Title:	<i>Adult Detention Lieutenant</i>
Reports To:	<i>Chief of Security – Captain</i>

Job Summary:

The Adult Detention Lieutenant works such hours and assignments as directed by the Sheriff, Chief Deputy, Major, or Captain. The Lieutenant is responsible to plan, organize, implement, assigned operations and programs. The Lieutenant shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Lieutenant shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of department employees in accordance with Employee Handbook, Policy and Procedures, Jefferson County, and Arkansas Statutes.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following and others as may be assigned:

- Provides supervision of assigned programs and personnel on daily basis. Monitor and evaluate programs for improvements, coordinating and integrating new procedures as needed.
- Manage and evaluate staff, develop job descriptions, objectives and conducts employee performance evaluations.
- Receives the complaints and notification of employee grievances of the assigned employees and uses independent judgement in making recommendations to effectively address the complaints and grievances.
- Ensures that all assigned personnel are competent to carry out their assigned duties and to relieve from duty any employee considered incompetent.
- Ensure that all assigned staff meet Federal, State, and County training requirements. Attends professional seminars and training programs to keep current on issues affecting agency operations.
- Administers and supervises programs as directed. Review, prioritize, schedule, and assign employees as required to meet program goals.
- Meet with the Detention Administrator, Captain, first-line supervisors, and other management staff and employees to discuss programs, policies / procedures, rules, and changes that may affect the operation of the agency or facility.
- Maintains personal proficiency in the use of weapons, tactics, and enforcement tools or techniques. Takes proper enforcement actions for violations of the law.
- Communicates with appropriate agencies and personnel in regard to facility operations.
- Through supervision of subordinate supervisors and staff ensures a safe and secure environment for detainees and employees.
- Inspects the physical and sanitary conditions of the facility.
- Tours the facility to ensure all operations are being performed properly.
- Ensures proper function of electronic and mechanical systems and devices in the plants such as surveillance equipment, electronic gates, locks, telephones, and control systems.
- Oversees and conducts roll call and count for detainees.



Adult Detention Lieutenant Job Description

- Enforces periodic search and seizure of contraband.
- Monitors activities of detainees and detention staff, education and social service professionals working in the facility to ensure the provision of adequate security services.
- Intervenes in any serious situation and deploys and directs detention staff to quell disturbances when necessary.
- Assumes full responsibility for the facility in the absence of superiors during an assigned shift, holiday, and/or weekend duty coverage.
- Intake and placement assignment. Participates in the classification of newly arrived detainees, directs search and seizure of monies, valuables, and other materials from newly arrived detainees; determines cells or dormitories to be assigned to detainees based on their crimes, mental or physical conditions, and associates or adversaries.
- Investigates suspicious conditions and complaints.
- Maintains order in the safe operation of the facility.
- Answers complaints, investigates, and takes necessary corrective action.
- Operates assigned vehicles as required and performs minor maintenance such as adding fuel, oil, and checking tire pressure.
- Attends and testifies in court as required.
- Upholds all principles of the Code of Ethics, policy, and professional standards.
- Performs other related work as required and other duties as assigned.

Special Knowledge, Skills, Abilities, or Education

- Knowledge of Federal, State, and County polices, ordinances, and detention standards, including rules and regulations.
- Knowledge of modern detention methods.
- Ability to physically and mentally react in a variety of emergency situations.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.

Essential Job Functions:

- Subdues combatant detainees, forcibly if necessary, using handcuffs and other restraints; subdues detainees using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Prepares reports using appropriate grammar, symbols, and mathematical computations.
- May be required to walk, run, stand, stoop, crawl, or sit for prolonged periods of time; lift heavy objects or people; overcome the resistance of a suspect.
- Must be able to perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, controlled substances.
- Must be physically able to perform all required duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional training.
- Must be knowledgeable of the proper procedures and policies for the sheriff's office.

Qualifications:

- Must be a citizen of the United States and resident of Jefferson County, Arkansas.



Adult Detention Lieutenant Job Description

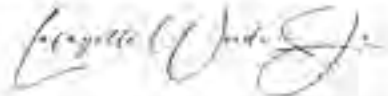
- Must possess a valid Arkansas Driver's License.
- Must be at least 18 years of age on date of hire.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Jailer training course within nine (9) months of initial employment and must maintain a minimum of sixteen (16) hours of continuing education per year.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer

Job Type: Full-Time (Safety Sensitive)

Salary: \$49,608.00

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021

**Sebastian County 2020
Detention Supervisor Senior Sgt. 0418
Job Description**

Job Code: 20001
Exempt: No
Department: Adult Detention Center
Reports To: ADC Assistant Administrator
Location: Not indicated.
Date Prepared: April 22, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for the operation of the adult detention center during their shift. This position monitors the inmate population and prepares the adult detention center activity reports for their shift. This position is governed by all laws concerning the incarceration of inmates and departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews condition of each prisoner and their cells at the beginning of their shift. Prepares head count report for security measures.
2. Reviews previous shift reports in order to acknowledge any special circumstances that may have occurred.
3. Prepares intake booking documents and searches prisoners before incarceration.
4. Oversees cell security searches for contraband or improper activity hourly or more frequently, if necessary.
5. Provides continuous supervision of inmates and maintains control of Adult Detention Center environment to prevent disturbances.
6. Prepares reports, tabulates data, and maintains files as necessary.
7. Reviews Guardian reports.
8. Prepares daily log of all activities in the Adult Detention Center.
9. Schedules activities of Detention Deputies.
10. Assists and/or relieves various Detention Deputies.
11. Training Supervisor. Prepares daily, monthly training, assures all staff meet jail standards requirements. All documents scanned and entered into computer system. 68 Detention Deputies as well as Civilian Staff.
12. Reviews all incident reports, prepares use of force reports and organizes use of force review board.

13. Conducts quarterly fire drills.
14. Assist with policy development.
15. Assist with FOI and Discovery Motions from courts.
16. Burns videos for incident reports, court orders, attorneys, and law enforcement agencies.
17. Security Staff Supervisor - 68 positions supervises Shift Sergeants, Corporals, and their troop operations.
18. Administrator (Mid-Level) - Assists with the day to day operations of the jail and supervision of staff, makes some administrative decisions.
19. Security Manager - responsible for the security of the Detention Center, its operations, transports, staff, inmates, visitors, and reporting physical structure deficiencies.
20. Reviews inmate bookings for quality control.
21. Provides biohazard training to inmates weekly.
22. Assures inmate laundry schedule is being completed.
23. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

80 hours Jail Standards Certification Training, 480 hours Arkansas Law Enforcement Academy, Firearms Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear, taste or smell; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

Directly supervises Detention Deputies or Matrons within the department.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years Detention Center experience. Completion of jail standards certification training course (32 hours) and state certification through the Arkansas Law Enforcement Academy (480 hours); and annual firearms including pistol and rifle qualifications. Knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center).

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Exposed to the threat of physical violence, verbal abuse, or injury. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. Must occasionally engage with combative inmates. The incumbent also should be able to effectively operate a breathalyzer, calculator, PC computer, AFIS computer, radio and typewriter.

WORKING RELATIONSHIPS:

Daily contact with the Detention Deputy Administrator, Detention Deputies and Matrons, Patrol Deputies, Fort Smith Police, and inmates.

[Signature]

[Signature]



Detention Officer

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Corporal

Location: Unit 1 or Unit 2

GENERAL DESCRIPTION OF POSITION

The incumbent serves the County by holding felony and misdemeanor prisoners, and meeting the needs of the inmates in accordance with federal and state law. Must meet minimum requirements under state law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handle intake of prisoners to include bookings, pictures, prints, phone calls, searching incoming prisoners, and other activities associated with incarceration in the County Jail.
2. Secure the building and grounds, protect the rights and safety of inmates to include jail checks, prisoner counts and shake downs, clean cells and building, issue linen/laundry needs and log/deliver prisoner mail.

3. Transport inmates to medical facilities, court, other jails, and any other destination as the situation requires.
4. Supervise inmates during the following activities: exercise, meals, visits, phone calls, changes of linen/uniforms and prisoner work loads and trustee assignments.
5. Set medical screening for inmates, dispense razors, soap, toilet paper and provide inmates with proper forms to have access to a nurse, phone call or file a grievance.
6. Maintain and file records, prepare DWI report, check criminal records and warrants.
7. Maintain emergency equipment in jail, camera equipment and film supplies.
8. Call emergency units, and plumbing company to report building, computer or electrical malfunctions when necessary.
9. Operate the jail commissary for inmates to include ordering supplies, selling items, maintaining inventory and filling in as needed in other divisions within the department.
10. Make reprints of mug shots for other agencies and maintain paperwork on and check function of Gas Chromatograph.
11. Maintain visual/audio check of inmates and security for persons entering/exiting the jail, control electronic opener, computer entry of jail checks, computer accesses motion detectors, security alarms and check temperatures of cells.
12. Log duties of jailers and Trustees and maintain security of all weapons brought in and personal items left for inmates.
13. Represent the department in a professional manner to enhance the County's image and minimize loss of goodwill.

14. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area. E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method,

manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Contact Management, Database, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, walk, talk or hear; *frequently* required to use hands to finger, handle, or feel, reach with hands and arms; and *occasionally* required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds, frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions, risk of electrical shock.

The noise level in the work environment is usually loud.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State Crime Information Center and the NCIC (National Crime Information Center) systems.

Must have a high school diploma or GED.

Must not have been convicted of a felony of any kind and before selection into this position, must be able to withstand a complete background investigation.

The person in this position must possess the ability to communicate effectively both orally

and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, computer.

More ADDITIONAL INFORMATION

Not indicated.

Craighead County

Detention Center Officer

Job Description

Job Code: 1000
Exempt: No
Department: Detention Center Officer
Reports To Assistant Shift Supervisor Corporal
Location: Detention Center
Date Prepared: March 14, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Detention Officers will provide safe and secure custody of incarcerated persons adhering to all policy and procedures of the facility. These officers work in jails, courtrooms, and juvenile detention centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide for the legal admission and release of all prisoners/inmates at the CCDC. This duty is performed daily, about 20% of the time.
2. Accurately identify inmates and log all movements and locations of inmates. This duty is performed daily, about 20% of the time.
3. Maintain order and discipline among incarcerated persons. Provide a safe environment and immediately resolving a hostile action. This duty is performed daily, about 20% of the time.
4. Searching prisoners and their housing areas according to the contraband policy for drugs, weapons or other contraband. This duty is performed daily, about 20% of the time.
5. Administering and logging inmates into the detention center. This duty is performed as needed, about 10% of the time.
6. Provide access to medical services, according to guidelines for all inmates. This duty is performed as needed, about 10% of the time.
7. Provide access to counseling, visitation, clergy, attorneys and mail privileges. This duty is performed as needed, about 10% of the time.
8. Maintain the cleanliness of housing, clothing and general environment. This duty is performed as needed, about 10% of the time.
9. Provide access to food services. This duty is performed as needed, about 10% of the time.
10. Securing and logging of all personal property. This duty is performed as needed, about 10% of the time.
11. Immediately abate any hostile actions. This duty is performed as needed, about 10% of the time.
12. Proper segregation of all classes of inmate as defined by law (female/male juvenile/adult). This duty is performed as needed, about 10% of the time.

13. Provide transportation for inmates to medical, court, and related facilities. This duty is performed as needed, about 10% of the time.

14. Records visits, inspects items brought into the jail, and check incoming and outgoing mail.

15. Prepares routine records on inmates; performs general clerical duties.

16. Perform any additional duties as assigned by supervisors. This duty is performed as needed, about 10% of the time.

17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS diploma or equivalent. Must be able to complete a basic jailer course within 1 year from hire date.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY**FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
Position Description
JOB TITLE: Detention Deputy

Exempt (Y/N): No

DATE PREPARED: October 1996

DEPARTMENT: Detention

SUPERVISOR: Commander/ Relief

Commander/ Area Supervisor

May 2004, September 2011, March 2018

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Shift Commander, Relief Commander or the Detention Corporal, the Detention Deputy demonstrates propensity of a collaborative, innovative and robust work environment. He must guarantee the security, wellbeing, and the safety of staff/inmates housed in the Detention Center. The incumbent assists in the control of the detention facility by overseeing the visual and audible supervision of inmates in cell areas at all times. The incumbent is responsible to ensure proper services, supplies, and food is provided to all inmates. Also, must provide recreational and religious programs on a reasonable basis. The Detention deputy is responsible for over 300 inmates in the facility and accurate completion of documentation. Future capacity will be over 500 inmates. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary. Performs duties for the Detention Center, including, but not limited to:

1. Book all lawfully arrested persons by ensuring all proper procedures and documentation is accurately completed.
2. Supervise inmates by ensuring safety and order for staff and inmates.
3. Ensure facility security by use of shift staff and policies of administration.
4. Ensure all duties are carried out according to applicable laws, ordinances, and policies.
5. Communicates with inmates, giving information and direction, mediating disputes, and advising of rights and processes. Listens to inmate's complaints and resolves inmate's conflicts and problems.
6. Oversees the rights of inmates.
7. Ensure cleanliness of cell areas, halls, etc. and ensure all is in good repair.
8. Oversee administering of medications to inmates, as prescribed by a physician.
9. Prepare daily reports, maintain accurate records of all unusual incidents, and prepare disciplinary actions records.
10. Collect and receipt for money received for bonds, fines, and fees, completing accurate records.

11. Maintains proper docket of all inmates admitted to custody in the facility.
12. Fingerprint and photograph inmates.
13. Serves as a Control Officer to use and monitor computerized electronic security equipment, touch screen and manual control panels, telephones, intercoms, CCTV and electronic recording equipment to oversee the security of the facility.
14. Supervise inmate's visitations and communication.
15. Performs other duties as necessary.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the inmates in a direct supervision environment.
2. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
3. Responsibilities may include training employees.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation of the employing agency.

9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them clearly and accurately.
11. Be able to react quickly and calmly in emergency situations.
12. Be able to understand and follow oral and written instructions.
13. The ability to establish and maintain working relationships.
14. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
15. Must keep up with all changes in laws and ordinances.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School Diploma or GED equivalent.
2. Completion of, or the ability to complete, Law Enforcement Training Academy or similar course.
3. Completion of, or ability to complete Jail Standards Course unique to Arkansas or similar courses.
4. Must possess a valid Arkansas driver's license.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.

OTHER SKILLS and ABILITIES:

1. Displays a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines. Microsoft Office competence preferred.
2. Aware of new and emerging technologies and their possible use in the Detention Center.
3. Demonstrates the ability to analyze situations quickly and accurately and respond appropriately.
4. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
5. Displays the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.

6. Demonstrates excellent organizational skills.
7. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
8. Provides good interpersonal and communication skills, both verbal and written.
9. Other skills required are proper use of radio, fingerprinting device, OC Spray qualification, Alcohol testing, and self-defense training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspections which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possesses the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly sedentary, although there is some walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.
14. Perform basic mathematical functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter

while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as, HIV virus, Hepatitis A, B and C, and Tuberculosis.
4. This position involves shift work including weekends, holidays, and overtime as needed.



2022 Budget

Sheriff - Detention Officer

Job Description

Exempt:	No
Department:	Sheriff's Detention Center
Reports To:	Detention Corporal
Location:	735 S Neeley St., Benton, AR 72015
Safety Sensitive:	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Detention Deputy, an entry level position, must manage, regulate and proactively supervise inmate behavior by assessing inmate risk and needs, meet inmate basic needs, define and convey expectations for inmate behavior, and proactively supervise inmate activities to productively influence how they spend their time. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. Detention Officer works under the direction of the Detention Center Corporal and is responsible for receiving and dispatching routine information and processing and care of detainees

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts daily inspection and maintenance of housing units and facility to ensure proper security.
2. Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity.
3. Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift.
4. Orients inmates to housing units ensuring all inmates understand facility rules.
5. Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates' activities and movements within the facility.
6. Conducts surveillance, unit searches and shakedowns to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment.
7. Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed.
8. Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system.
9. Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed.
10. Provides security for medical staff during distribution of medicine and physical examinations.

11. Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies.
12. Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges.
13. Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.
14. Supervises meal delivery and tray return; ensures inmates with special menus received correct tray; notes inmates refusing meals.
15. Ensures inmates with required court appearances are scheduled for transport.
16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; ability to write simple correspondence. ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

21 years of age.

Jail Minimum Standards within 9 months from the date of hire.

No felony convictions.

Arkansas Driver's License (or ability to immediately obtain license).

Must be able to pass a physical fitness test semi-annually

Must be a U.S. citizen and be able to provide proof

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds; regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies. The incumbent may be exposed to contagious and infectious diseases such as HIV virus, Hepatitis A, B and C and Tuberculosis.

This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

**Sebastian County 2020
Detention Deputy 0418
Job Description**

Job Code: 19801+
Exempt: No
Department: Adult Detention Center
Reports To: Detention Shift Supervisor
Location: Detention Center Building
Date Prepared: November 05, 2009
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for monitoring the security and welfare of the male and female inmates, providing service to the inmate population, and maintaining a controlled atmosphere in order to prevent disturbances. The position is governed by departmental policies and procedures and all laws concerning Detention Center personnel. The incumbent is also responsible for the safe and secure transportation of inmates to and from various facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides for inmate safety and welfare by monitoring Adult Detention Center environment, breaking up fights, and assists inmates in maintaining personal hygiene.
2. Books and Intakes/Releases inmates in and out of the Detention Center, types and files necessary documents. Performs alcohol breath testing according to State Standards.
3. Types fingerprint cards and/or enters information in the AFIS System and court dispositions. Prepares and types daily activity log as required. Prepares inmates for Municipal, State, and Circuit Courts.
4. Collects and stores personal property, money, and clothing of inmates, conducts searches of inmates as necessary.
5. FEMALE Detention Deputies will be primarily responsible for the dressing in and out of females and take control of the movements of females within the detention facility. Any problems, situations or incidents arising from the females in or out of the female cell block area will first be addressed by the female detention deputy with the assistance of any and all other personnel if needed.
6. Accounts for all metal objects, razors and spoons, before and after each meal. Delivers commissary items to inmates, records transaction.
7. Conducts head counts and security checks to ensure safety of inmates and Detention Center personnel.
8. Administers first aid if necessary.
9. Transports inmates to court, Arkansas Department of Correction, doctors, state hospital, and other locations. Moves inmates in and out of cells for church, attorney conferences, to meet with minister, to see police officers, or visitors.

10. Records withdrawal of inmate's money and property from his/her personal property.
11. Distributes requested commissary items to individual inmates.
12. Maintains records of daily meal and population report, prepares weekly report of all inmates and maintains housing records of inmates from other jurisdictions.
13. Cross trains in working Control Room, Intake, Felony and Misdemeanor cell blocks and Booking. Conducts cell searches for contraband and/or weapons.
14. Monitors and maintains control of inmates in and out of cell area activities i.e.: recreation yards, church, GED classes, etc.
15. Proficient with all computer software and technology used in the ADC.
16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Completion of jail standards certification training course (80 hours).

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Other, Payroll Systems, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

**INITIATIVE AND INGENUITY
SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others. Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of

organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center).

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The employee must occasionally lift and/or move up to 50 pounds and/or engage with combative inmates. Must be able to accept verbal abuse, threat of physical violence or harm, and very unpleasant working conditions. Must work with inmates who are intoxicated, high, abusive, dirty, and violent. Extensive travel with inmates in unfamiliar locations. Required to take and pass specialized training courses.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breathalyzer, calculator, PC computer, AFIS computer, radio and typewriter.

WORKING RELATIONSHIPS:

Daily contact with the Detention Deputy Shift Supervisor, the Chief Deputy, The Sheriff Detention Matrons, City Police, Public Defender's Office, attorneys, prosecuting attorneys, food vendors and inmates.

WHITE COUNTY

POSITION: DETENTION OFFICER This position is open to County Employees & the General Public. This position is designated as a safety sensitive position pursuant to Arkansas Act 593.

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for providing security in the detention of inmates within the Pulaski County Regional Detention Facility ensuring compliance with federal, state and local statutes, ordinances, and regulations.

EXAMPLES OF WORK: - Conducts daily inspection and maintenance of housing units and facility to ensure proper security. - Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity. - Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift. - Orients inmates to housing units ensuring all inmates understand facility rules. - Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates' activities and movements within the facility. - Conducts surveillance, unit searches and shakedowns to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment. - Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed. - Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system. - Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed. - Provides security for medical staff during distribution of medicine and physical examinations. - Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies. - Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges. - Transports inmates to appropriate areas in facility such as medical clinic, classes, library, and barbershop; maintains security at all times and ensures departmental rules and regulations are enforced. - Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.

WORKING CONDITIONS: Work is performed primarily within a controlled detention environment. Constant supervision and surveillance is necessary to avoid dangerous confrontations and ensure personal safety. Duties may involve occasional restraint of hostile or combative detainees. Transportation of inmates to other facilities is required. Work is performed on a variable shift basis. Overtime may be required.

MINIMUM QUALIFICATIONS: Completion of high school or GED equivalency.

ADDITIONAL REQUIREMENTS: - Jail Minimum Standards within one year from the date of hire. - No felony convictions. - 18 years of age. - Arkansas Driver's License (or ability to immediately obtain license). - Must obtain and maintain CPR Certification. - Must be a U.S. citizen and be able to provide proof when requested by the Sheriff's Department. - Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies.



Detention Sergeant

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Lieutenant or Detention Lieutenant

Location: Unit 1 or Unit 2

GENERAL DESCRIPTION OF POSITION

The Detention Sergeant is a management position within the Detention Center with first line supervisory responsibilities. The Detention Sergeant reports directly to the Lieutenant and is under the general supervision of the Lieutenant. The Sergeant is responsible for supervision of personnel and the administrative duties for an assigned section or team including the coordination of equipment staffing and management. In addition to directly supervising other County Detention personnel the incumbent will supervise volunteers and by be responsible for the safety of visitors, professional staff, and persons making repairs in the facility. The incumbent is free to complete duties as defined by broad practices and procedures covered by general policies with managerial direction. Additionally, this individual is responsible for arranging for the transportation and supervision of residents outside the facility; documenting group and individual activities; assessing and responding to situations that could become dangerous if mishandled; assuring that the facility is clean and well maintained; and assisting the general public, other counties, court staff, attorneys,

law enforcements officers, school officials, mental health and health professionals in their endeavors with the residents. The possibility for error is ever-present due to the content and requirements of the job and an error could easily affect the County's prestige and relationship with the public. The Incumbent in this position must meet all training requirements including, but not limited to the requirements for the position of Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise all Corporals and detention officers as assigned.
2. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program.
3. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contact as required. Maintain a current knowledge of proper prisoner transportation handling procedures. Assist in budget preparation, jail planning, writing jail policies and procedures.
4. Assist with reports and file any paperwork necessary.
5. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
6. Prepare special reports, conduct jail inspections, and testify in court on jail matters.
7. Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Ability to write and conduct effective and meaningful performance appraisals of assigned employees.
8. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.

9. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.
10. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations. Receive advanced training the use of self defense and physical constraint procedures.
11. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 subordinate supervisor(s) who supervise(s) a total of 16 employee(s). Departments supervised by this position include Detention Corporals. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Deputy II/Auxiliary Police Certification

SOFTWARE SKILLS REQUIRED

Basic; Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to work near moving mechanical parts, outdoor weather conditions; and .

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the State ACIC (Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation.

The incumbent must be able to perform all of the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, PC computer, AFIS computer, radio and typewriter. Must possess a valid Driver's License.

More ADDITIONAL INFORMATION

Not indicated.

11-1-2021

Craighead County
Detention Center Sergeant
Job Description

Job Code: 1000
Exempt: No
Department: Detention Center
Reports To: Detention Center Assistant Jail Administrator
Location: Detention Center
Date Prepared: March 14, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Detention Center Sergeant will provide safe and secure custody of incarcerated persons adhering to all policy and procedures of the facility and lead up to 13 Detention Center Corporals and Officers each working shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide for the legal admission and release of all prisoners/inmates at the CCDC. This duty is performed daily, about 20% of the time.
2. Accurately identify and log all movements and locations of inmates. This duty is performed daily, about 20% of the time.
3. Maintain order and discipline among incarcerated persons. This duty is performed daily, about 20% of the time.
4. Searching prisoners and their housing areas according to the contraband policy for drugs, weapons or other contraband. This duty is performed daily, about 20% of the time.
5. Administering and logging inmates into the detention center. This duty is performed as needed, about 10% of the time.
6. Provide access to medical services, according to guidelines for all inmates. This duty is performed as needed, about 10% of the time.
7. Provide access to counseling, visitation, clergy, attorneys and mail privileges. This duty is performed as needed, about 10% of the time.
8. Maintain the cleanliness of housing, clothing and general environment. This duty is performed as needed, about 10% of the time.
9. Provide access to food services. This duty is performed as needed, about 10% of the time.
10. Securing and logging of all personal property. This duty is performed as needed, about 10% of the time.
11. Immediately abate any hostile actions. This duty is performed as needed, about 10% of the time.
12. Proper segregation of all classes of inmate as defined by law (female/male juvenile/adult). This duty is performed as needed, about 10% of the time.
13. Provide for emergency transportation. This duty is performed as needed, about 10% of the time.

14. Perform any additional duties as assigned by supervisors. This duty is performed as needed, about 10% of the time.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS diploma or equivalent. Must be able to complete a basic jailer course within 1 year from hire date.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time; method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mild to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both

furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY, AR

Position Description

JOB TITLE: Relief Commander S&T

Exempt (Y/N): No

DEPARTMENT: Detention Center

DATE PREPARED: October 16, 2013

SUPERVISOR: Shift Commander

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Security Director and Shift Commander, the Relief Commander is a supervisory position responsible for the supervision of the Detention Deputies and inmates. The Relief Commander oversees the security, well-being, and the safety of staff and inmates housed in the Detention Center. The Relief Commander assists the Security Director and Shift Commander in the management and control of the Detention Center. The Relief Commander provides relief for a Shift Commander who is on days off or leave. The Relief Commander is a member of the Security Team and serves as the leader of the Shift Team in the Shift Commander's absence. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

- I. Performs duties for the Detention Center, including, but not limited to:
 - a. Leadership/Management
 - 1) Serves as acting Security Director in a limited capacity the absence of the Security Director and Shift Commander.
 - 2) Serves as acting Shift Commander the absence of the Shift Commander.
 - 3) Supervises Detention Deputies and sees that all duties are carried out according to the County's Policies and the Detention Center Policy and Procedure Manual, Post Orders and applicable laws and ordinances.
 - 4) Provides for the leadership, guidance, direction and control necessary for the operation of the Detention Center to maintain the safety and security of staff, inmates and the public.
 - 5) Makes security patrols throughout the Detention Center, including the direct supervision Housing Units no less than two (2) times per shift to verify that proper information and facts are shared, enhancing teamwork, and verifying the County and Detention Center policies and procedures are being followed.
 - 6) Supervises inmates to provide for a safe, secure, and quiet environment.
 - 7) Makes recommendations for areas of improvements to the Shift Commander.
 - 8) Accurately transmits information received up and down the chain of command and present information appropriately without distortion by personal biases while promoting meaningful communication by evaluating formal and informal lines of communication from staff to staff, staff to inmates, and staff to administration.
 - 9) Supervises and recommends selection, transfer, scheduling, and training of subordinates.
 - 10) Identifies training needs, develop training activities, and conducts training for staff members.
 - 11) Assists the Security Director and Shift Commander in the development and application of goals, policy and procedures, post orders, forms, the Inmate Handbook, daily schedules and objectives of the Detention Center to see that the constitutional rights of all staff and inmates are met.
 - 12) In conjunction with the Shift Commander, provides periodic and continuing formal and informal evaluations of subordinate staff while providing advice, supervision, assistance and immediate response to staff to address questions

related to the operation and organization of the Detention Center and inmate procedures and protocols.

- 13) Participates on internal/external committees/taskforces as assigned or necessary.
- 14) Provides leadership by example.
- 15) Creates and maintains a mentoring environment for staff to develop.
- 16) Prepare and present briefing to detention deputies going on duty and assign directives.
- 17) Conduct investigations into allegations of misconduct made by citizens, inmates or received from other sources. When necessary recommend and initiates staff discipline following policy and procedures.
- 18) Continuously audit operations of the unit and staff members to determine compliance with department directives and initiate corrective actions where necessary to insure the Direct Supervision philosophy.
- 19) Provide a positive example of subordinates in compliance with the mission statement, vision statement, organizational values and department directives.

b. Human Resources

- 1) Prepares for and conducts Shift Briefings as requested by the Shift Commander.
- 2) Manages shift staff which includes verifying proper staffing, reviewing post assignments, reviewing staff overtime, assigning shift and daily duties, adhering to policy and procedures, and delegating special tasks.
- 3) Provides on-the-job training to all deputies, especially inexperienced or recently promoted deputies, in various duties of the post to verify the safe and orderly operation of the Detention Center.
- 4) Continually evaluates subordinate staff to determine their effectiveness in meeting requirements and providing services.
- 5) Reviews actions taken by immediate subordinates to confirm compliance with technical, managerial, and administrative requirements.
- 6) Assists the Shift Commander in conducting regular performance evaluations.
- 7) Notifies the Shift Commander when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Makes recommendations regarding disciplinary matters involving staff.
- 8) Implements shift staff schedules.
- 9) Recommends and initiates staff discipline following policy and procedures.

c. Financial Management

- 1) Sees that funds are collected and properly receipted. This includes time pay fines, cash bonds, and cash forfeitures.
- 2) Collects and receipts for money received for bonds, fines and fees, and completes accurate records.
- 3) Assists the Shift Commander in determining if the Detention Center is adequately equipped with the needed equipment, supplies and furnishings and makes recommendations for purchases, as needed.

d. Correctional Management

- 1) Assists the Shift Commander in overseeing the general operation of the Detention Center during a shift.
- 2) Supervises subordinate staff and assumes their duties as needed. Duties include, but are not limited to: transport of inmates, supervising inmates, booking/release procedures, evaluation of current and new inmates, classification assignments, searches and shakedown, and administering medication.
- 3) Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
- 4) Oversees the rights of inmates.
- 5) Enforces inmate accountability.
- 6) Assists the Shift Commander or personally hears and acts on appeals of disciplinary action involving inmates according to the Inmate Handbook.
- 7) Provides that all inmates are transported to appear in court on proper dates and correct times.
- 8) Maintains and inspects the Detention Center to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
- 9) Makes certain perpetual audits are performed and initiates corrective action.
- 10) Oversees the maintenance of alarms, fire sprinkler systems, electrical lighting system, emergency generator (and fuel supply), heating and cooling system, elevator, snow removal, overall cosmetic appearance and structure maintenance.
- 11) Oversees inmate services, supplies, food and medical and mental health are provided to inmates.
- 12) Maintains proper docket of all inmates admitted to custody in the facility.
- 13) Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
- 14) Provides transport services for medical appointments for inmates.
- 15) Accurately operates the Detention Center's Jail Management System, Guardian RIFD and develops reports as requested or required by Standards.
- 16) Inspects the Post Log and Inmate Logs on a daily basis and takes corrective action as needed.
- 17) Intervenes in crisis or stressful situations calmly, quickly, and decisively.
- 18) Coordinates activities with other departments as needed.
- 19) Reviews all paperwork related to inmate services for accuracy, completion and up-to-date information, including: detainers/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys. Sees that booking documentation is completed and identifies appropriate release dates. Authorized to issue inmate "good-time" within limits set by Judge.
- 20) Reviews inmate screening forms to appropriately classify for cell assignment. Reviews, evaluates and takes appropriate action to change cell placement when necessary. Alert staff, mental health and medical staff of inmate concerns at classification time. Follow-up with court and pre-trial release agency as needed, concerning inmate classification.
- 21) Releases and transfers inmates to other jurisdictions in a timely manner.
- 22) Coordinates weekly meetings with mental and medical officials to exchange information related to inmate health concerns. Assist mental health worker in court committing inmates to be transferred to area psychic units for evaluation.
- 23) Coordinates Social Security Income Capture process. Records, reviews and verifies inmate information with Social Security Administration and other jurisdictions.
- 24) Administers and oversees the Electronic Monitoring Program. Make revisions and amendments to program as necessary.

- 25) Monitors the shift's volunteers. Assists in recruiting and directing volunteers for programs in the Detention Center.

e. Criminal Justice System Community

- 1) Responds to inquiries from the general public, court officials, and other criminal justice officials in the performance of operating activities.
- 2) Acts as a liaison between inmates, the public, and area agencies.
- 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- 4) Conducts tours of the Detention Center as approved by others.
- 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.
- 6) Receives, reviews and refers citizen complaints to appropriate command staff.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the Detention Deputies.
2. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
5. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Successfully operates the largest Garland County building. With a building this predominant in the community, the Detention Center is likely to come under tremendous public scrutiny and the incumbent must have the qualities to respond in a positive and responsive manner.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass an assessment prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.
7. Agreement to maintain a drug-free and tobacco-free workplace.

8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of legal and reliable transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Reasoning, using sound judgment and problem-solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent. Associate Degree or the equivalent college work, preferred.
2. Supervisory skills and previous managerial experience in an adult detention facility or institution, preferred. Preference given to incumbents with previous experience in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy or similar program.
4. Completion of, or ability to complete a jail standards course unique to Arkansas.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Certified or the ability to become certified in any other weapons or equipment that is used such as; ASP, OC spray, handcuffs and intoxilyzer.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Relief Commander.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devices, mace qualifications, Intoxilyzer class for administering Alcohol Testing, and self-defense training.
4. Knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Board.
5. Display a functional understanding of computers, typing skills, control panels, and accurately enter statistical information and use of general office machines.
6. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
7. Show a broad understanding in the field of corrections.
8. Knowledge of the dynamics of human behavior.
9. Provide motivation for staff to want to learn and develop.
10. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
11. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
12. Demonstrate good organizational skills.
13. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
14. Provide interpersonal and communication skills, both verbal and written.
15. Can perform basic mathematical functions.
16. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the ACA Core Jail Standards, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails and Community Confinement Facilities, the ACA Adult Community Residential Services and Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.

3. Excellent working knowledge of correction and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
4. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
5. Aware of new and emerging technologies and their possible use in the Detention Center.
6. Direct Supervision and Interpersonal Personal Communication Skills.
7. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as HIV virus, hepatitis A, B and C and tuberculosis.
4. This position also involves shift work including weekends, holidays, and overtime as needed.



2021 Budget Sheriff - Sergeant - Detention Job Description

Exempt: Yes
Department: Sheriff - Detention Center
Reports To: Detention Lieutenant
Location: 735 S Neeley Street, Benton, AR 72015
Date Prepared: January 13, 2011
Date Revised: April 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Supervises Detention Center day to day operations. Handles all accounting, purchasing, commissary, & returning detainee monies. Oversees ACIC, BAC, & AFIS. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Keeps all accounting records for Detention.
2. Approves time sheets.
3. Maintains detention center personnel records.
4. Initiates and reviews disciplinary actions.
5. Maintains all ACIC/BAC certifications.
6. Inmate disciplinary actions/complaints.
7. Commissary operations.
8. Accounts payable/P.O.'s.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals; financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification; certified by the Commission on Law Enforcement Standards and Training (CLEST) for meeting the minimum selection and training standards for admission to employment as a law enforcement officer in Arkansas as established by CLEST at the time of hiring or within 1 year of employment.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Accounting, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally

directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Detention

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the even of an emergency, disaster, manpower shortage, workload and work-in-progress. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017. The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff, Chief Deputy or the Detention Lieutenant and are subject to be changed when deemed in the best interest of the Sheriff's office operation.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the needs of the department and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have read the Job Description for this position and understand the requirements,

responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Printed Employee Name _____

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

**Sebastian County 2020
Deputy Shift Supervisor Sgt. 0418
Job Description**

Job Code: 19201+
Exempt: No
Department: Adult Detention Center
Reports To: ADC Assistant Administrator
Location: Not indicated.
Date Prepared: May 20, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for the operation of the Adult Detention Center during their shift. This position monitors the inmate population and prepares Detention center activity reports for their shift. Performs all duties of Shift Sergeant in the absence of the Shift Sergeant. This position is governed by all laws concerning the incarceration of inmates and departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews condition of each prisoner and their cells at the beginning of their shift. Prepares head count report for security measures.
2. Reviews previous shift reports in order to acknowledge any special circumstances that may have occurred.
3. Prepares intake booking documents and searches male prisoners before incarceration.
4. Oversees cell security searches for contraband or improper activity hourly or more frequently, if necessary.
5. Provides continuous supervision of inmates and maintains control of Detention Center environment to prevent disturbances.
6. Prepares reports, tabulates data, and maintains files as necessary.
7. Administers as prepared and administers first aid when necessary.
8. Prepares daily log of all activities in the Adult Detention Center.
9. Schedules activities of Detention Deputies.
10. Assists and/or relieves various Detention Deputies.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area: e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Academy

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: 10-Key, Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and

equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed, Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, use hands to finger, handle, or feel; and frequently required to sit, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

Directly supervises Detention Deputies or Matrons within the department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years Detention Center experience. Completion of jail standards certification training course (32 hours) and state certification through the Arkansas Law

Enforcement Academy (480 hours); and annual firearms including pistol and rifle qualifications. Knowledge of law enforcement, jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center).

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breathalyzer, calculator, PC computer, AFIS computer, radio and typewriter.

WORKING RELATIONSHIPS:

Daily contact with the Detention Deputy Administrator, Detention Deputies and Matrons, Patrol Deputies, Fort Smith Police, and inmates.

Must occasionally engage with combative inmates. Exposed to the threat of physical violence, verbal abuse, or injury.



Dispatch Supervisor

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Administrative Supervisor

Location: EOC

GENERAL DESCRIPTION OF POSITION

Take 911 emergency and non-emergency calls to provide help to the public. Train new Dispatchers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Takes emergency and non-emergency calls from the public.
2. Dispatches Deputies, ambulances, and fire departments.
3. Performs A/C checks.
4. Verifies arrest warrants and no contact orders, disseminates BOLOs, verifies addresses. Researches information as necessary.

5. Inputs information into a Computer Aided Dispatch (CAD) system. Tracks manpower and resources with the CAD system.
6. Prepares complaint cards, finds incident reports, and analyzes community questions.
7. Logs Deputies' actions.
8. Notifies OEM and officers of large events when necessary. Liaison with governmental entities as necessary.
9. Works with surrounding agencies and fulfills requests for mutual aide assistance when needed.
10. Calls wreckers, MEMS, or Coroner as necessary.
11. Provides supervisory duties such as making schedules, checking other dispatcher's work to verify correctness, and training new dispatchers.
12. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 10 employee(s). Supervises 10 non-supervisory employee(s). Departments supervised by this position include Dispatch. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Contact Management, Database, Presentation/PowerPoint

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to sit, talk or hear; *regularly* required to use hands to finger, handle, or feel, reach with hands and arms; *occasionally* required to stand, walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The actual noise level can be higher than indicated due to radio traffic and phones.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-07-29

Level IV T.C. Supervisor Job Description

Subject:

Purpose:

Create Job Description for Level IV Supervisor.

Responsibility:

Level IV Supervisor

Procedure:

General Responsibilities Shall Include:

Supervises the operation of an assigned shift in the communications center.

Receives calls for emergency services and dispatches the appropriate emergency response units to respond to the calls.

Position Title: Level IV Supervisor

Status: Non-exempt

Immediate Supervisor: Communication Director

Date of Adoption

Director

Duties:

1. Performs all duties of a Level I, II, III and IV Telecommunicator.
2. Assigns and reviews the work activities of communications operations on assigned shifts.
3. Ensures proper information is dispatched and correct procedures are followed by monitoring communications operators' activities.
4. Monitors the maintenance of records of all messages sent or received by computer terminal, radio, or telephone.
5. Supervises the testing of communications equipment, including radio, computer, weather warning systems, emergency warning systems, telephone alarm systems, and paging systems to ensure they are in good working order; contacts the appropriate maintenance or repair service as required.
6. Provides training and instruction in equipment operations and proper dispatching procedures to new communications operators.
7. Maintains logs of emergency equipment taken out of service and maintenance requests for communications equipment.
8. Monitors National Weather Service and provides information to emergency response units as required.
9. Operates communications equipment as required to respond to unusual requests or problems uncooperative callers.

10. Establishes priorities for information requests from field units or other public safety agencies and makes assignments to communications operators.
11. Provides emergency medical assistance (EMD) via the telephone until summoned EMS or area responders arrive on the scene (if properly trained)
12. Ensures all logs and records are maintained and shift turnover logs are accurately reported to oncoming shift.
13. Write narrative reports documenting problems or unusual situations to be delivered to and reviewed by the Communication Director.
14. Document any occurrence of inadequate job performance by communications personnel to the delivered to and reviewed by the Communication Director.
15. Ensure that all necessary supplies and resource materials are adequately maintained.
16. Notify the Communication Director of any equipment or systems failure.
17. Notify the Communication Director of all major or news worthy events occurring in Garland County.
18. Research new ideas and procedures to improve the overall operation of the communications center.
19. Coordinate with other Supervisors / Training Officers to schedule required training and recertification classes to best allow adequate shift coverage and limit associated expenses.
20. Monitor hours worked and limit overtime accrued.
21. Performs other related duties as required.

Supervises:

Level I, II, III and IV Telecommunicators and Training Officers

Skills Knowledge and Abilities:

1. Must have advance knowledge of computer applications and be proficient in their use.
2. Must be able to type 30 wpm with 5 or less errors.
3. Must be able to effectively communicate with the public and other emergency response personnel.
4. Must be proficient in operations of all dispatch equipment.
5. Must be proficient in all aspects of 9-1-1 operations.

6. Must have above average evaluations over past 5 years.

Minimum Requirements:

1. Must meet all Level I, II and III criteria.
2. Must have seven years full time approved experience in dispatch of emergency services or a combination of years, training, knowledge and experience to sufficiently demonstrate abilities to perform the job.
3. Must be a certified 9-1-1 Telecommunicator.
4. Must be ACIC certified.
5. Must be Emergency Medical Dispatch (EMD) certified, or able to obtain within 1 year.
6. Must be Advanced Fire Dispatch certified, or able to obtain within 1 year.
7. Must be T.D.D. Certified and recertify quarterly.
8. Must be willing to participate in and test negative for drug and alcohol use, on a pre-employment and random basis.
9. Must have seventy five (75) hours of approved training in addition to previous requirements.
10. Must have supervisory skills and training.
11. Must achieve a minimum of 40 hours of continuous education courses per year, including 8 hours of supervisory courses.



2021 Saline County

OEM/911 Communications Operator - Lead

Job Description

Exempt: No
Department: OEM/911 Communications
Reports To: OEM/911 Deputy Director
Location: 102 So. Main Street, Level B, Benton, AR 72015
Safety Sensitive: Yes

GENERAL DESCRIPTION OF POSITION

Perform diversified duties using established procedures, requiring the use of judgement to determine appropriate actions to be taken; receive calls for emergency and non-emergency services by telephone and radio; determine the nature and priority, and dispatch appropriately. Serves as the lead Communications Operator during designated work shift period. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer E-911 emergency lines and give pre-arrival instructions to callers in emergency situations. This duty is performed daily.
2. Answer Non-Emergency lines and provide information to the public. This duty is performed daily.
3. Monitor radio traffic from law enforcement, fire departments, emergency medical services, emergency management and county coroner's office. This duty is performed daily.
4. Operate several computer/electronic systems including: Enhanced 911 console, Geographical Information Systems (GIS) mapping software, Computer Aided Dispatch (CAD) software, Arkansas Wireless Information Network (AWIN), Arkansas Crime Information Center/National Crime Information Center systems, National Warning System (NAWAS), County VHF Radio Systems, and local camera systems. This duty is performed daily.
5. Prioritize handling of numerous, often competing, time-sensitive critical information. This duty is performed daily.
6. Dispatch Law Enforcement (county and municipal). This duty is performed daily.
7. Dispatch Fire Departments (county and municipal). This duty is performed daily.
8. Dispatch Emergency Medical Services. This duty is performed daily.
9. Dispatch Coroner's Office. This duty is performed daily.
10. Notify Emergency Management personnel of significant incidents and maintain situational awareness of all incidents or events that might have a significant impact on Saline County. This duty is performed daily.
11. Serve as the Communications Supervisor during each designated work shift period. This duty is performed daily.

12. Perform inquiries as requested by law enforcement on the Arkansas Crime Information Center/National Crime Information Center and monitor for messages from local/state/federal agencies. This duty is performed daily.

13. As the designated county warning point, maintain awareness of weather conditions by monitoring equipment and notification systems of watches and warnings. This duty is performed daily.

14. Monitor recall recorder to clarify calls. This duty is performed daily.

15. Troubleshoot minor malfunctions of equipment. This duty is performed as needed.

16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

ACIC Basic Certification, FEMA 100, 200, 700, 800, 242, and 1200 Courses, ALETA Basic Telecommunicator Course, Power phone Law Enforcement Dispatch Course, Power phone Fire Dispatch Course, Power phone Emergency Medical Dispatch Course, Arkansas Smart911 PSAP Console Training, MCDR-2 Missing Children: Dynamics & Response for Command Personnel, Telecommunicator Supervisor Course **MUST BE OBTAINED WITHIN 3 MONTHS OF EMPLOYMENT.** ALETA Basic Telecommunicator Course **MUST BE OBTAINED WITHIN 1 YEAR OF EMPLOYMENT.**

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Communication Training - Problem Solving and Decision-Making Training

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, talk or hear; regularly required to reach with hands and arms; occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific

vision abilities required by this job include close vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must have the ability to work under stress and perform numerous time-critical tasks. Work hours may be extended in the event of an emergency, disaster, workload or work in progress. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017. The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Office of Emergency Management Communications Center are assigned by the County Judge and/or the OEM Director/Communications Director and are subject to be changed when deemed in the best interest of the Office of Emergency Management Communications Center operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.



Executive Assistant

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Chief Deputy and Sheriff

Location: Unit 1

GENERAL DESCRIPTION OF POSITION

The Executive assistant is the assistant to the Faulkner County Sheriff. The incumbent is responsible for providing administrative support to the Faulkner County Sheriff's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide support to the Sheriff by answering phones calls, scheduling appointments, and managing the calendar. Make copies and order food in needed for meetings.
2. Type, copy and distribute memos.
3. Send out invitations and reminders to staff regarding meeting.
4. Work closely with Office Staff regarding administrative duties. Assist in the front office as needed.

5. Type agendas and reports for meetings and other meetings as needed.
6. Directly assist with special projects as time allows.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Word Processing/Typing

Intermediate: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

Basic: Accounting, Contact Management, Human Resources Systems

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Working knowledge of all office equipment, ability to handle multiple tasks and communicate effectively. Organizational and prioritizing skills a must in order to keep the department operating productively and efficiently.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-03-13 08:37:54

Job Description for Executive Assistant
Created by www.dbdescriptions.com

Craighead County

Sheriff CID Secretary

Job Description

Job Code: 1000
Exempt: No
Department: Deputy Clerk CID
Reports To: CID Captain
Location: Sheriff's Office
Date Prepared: February 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Record and maintain felony warrants, coordinate case files with investigators, arrange transports and maintain ACIC proficiency with deputies/investigators. CID Clerk is to enter and maintain stolen property/vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer CID phones and relay calls to detectives. This duty is performed daily, about 25% of the time.
2. Enter/delete all felony warrants; keep records of all felony warrants and all criminal investigation division records. This duty is performed daily, about 25% of the time.
3. Enter stolen property and warrants in ACIC. This duty is performed as needed, about 10% of the time.
4. Tracks who all is ACIC certified and at what level for the Sheriff's Department and Detention Center. This duty is performed annually, about 10% of the time.
5. Burns copies of interviews from the interrogation room for all agencies. This duty is performed as needed, about 20% of the time.
6. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma or Equivalent

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of

error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment, specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting, but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Secretary – C.I.D.

Exempt (Y/N): No

DEPARTMENT: Sheriff's Department

DATE PREPARED: October, 1996

SUPERVISOR: Captain C.I.D.

July, 2004 August, 2011

SUMMARY:

The Secretary – C.I.D., under the supervision of the C.I.D. Captain, provides secretarial duties for the C.I.D. department. The incumbent answers telephone calls, determines which investigator is working a particular case, and refers the call to the appropriate investigator, takes messages, and provides general assistance to callers with problems/questions. The incumbent must ensure that all office functions are performed efficiently and in a timely and professional manner. Ensure that each situation is handled according to County policies and in strict confidence. All transcriptions and computer entries must be correct as one small error could mean the difference in winning or losing a case in Circuit Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
2. Perform secretarial duties such as typing, transcribing taped interviews, filing, faxing, photocopying, posting notices, and distributing materials.
3. Enter all incident reports into the in-house computer system.
4. Assign case files and type index cards for filing.
5. Monitor all radio traffic, ensuring investigators are aware of events and comprised of current situations.
6. Review ADR's for mug shot computer records to ensure receipt for data entry.
7. Complete the "hot sheet" from offense reports for monthly filing.
8. Operate ACIC terminal for investigators while they are in the field.
9. May testify in judicial hearings. Also, occasionally perform personal searches on female suspects.

10. Provide assistance, as needed, to other office staff in records division and/or reception desk.
11. Assist investigators with other duties and arrests, as necessary.
12. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
13. Prepare monthly report, NIBRS report, and scanning.

SUPERVISORY RESPONSIBILITIES:

Provides supervision to one (1) full time clerk that enters data and assists with transcription. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of High School diploma or GED; one (1) year previous clerical/secretary experience in general office skills, particularly typing. Must have able to be ACIC certified. This individual should possess general knowledge of Federal, State, County, and City laws/ordinances.

OTHER SKILLS and ABILITIES:

The incumbent in this position should possess basic machine skills which include knowledge of general office procedures, telephone operation, typing and transcription skills, radio procedures, filing according to division procedure, basic calculator and computer operation. The incumbent must have excellent communication and interpersonal skills when working with the public and others either in person or on the telephone. The incumbent should possess a clear voice and proper usage of the English language when answering the telephone and/or using the radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle, or feel objects, and to talk and hear. The employee must occasionally stand, walk, stoop, kneel, crouch, and reach with hands and arms.

The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



**2021 Saline County
Sheriff - Administrative Assistant
Job Description**

Exempt: No
Department: Sheriff's Office
Reports To: Sheriff/Chief Deputy/Administrative Lieutenant
Location: 735 S Neeley St. Benton, AR 72015

GENERAL DESCRIPTION OF POSITION

This position is responsible for aiding the elected Sheriff and Chief Deputy in carrying out various management and administrative duties with minimal supervision. Works under the general supervision of the Sheriff elect / Chief Deputy and is responsible for maintaining the Sheriff's calendar; writes all correspondence from Administrative staff; answers all incoming calls to the Sheriff/Chief Deputy; collects funds and enters writs for execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, upkeep and maintains all personnel files, contract files, VISA cards and receipts for Administrative Lieutenant. This duty is performed daily.
2. Enter and return all civil papers including complaints, divorce, garnishment notices, execution orders, summons, and subpoenas, vacates, writ of assistance; writ of possession, etc. This duty is performed daily.
3. Collect funds for writs of execution. This duty is performed daily.
4. Composes all correspondence for Sheriff and Administrative staff. Files and keeps records of correspondence. This duty is performed daily.
5. Maintains the elected Sheriff's calendar and keeps him apprised of all appointments or conflicts. This duty is performed as needed.
6. Create and maintain duplicate files/statistics for civil process cases. This duty is performed as needed.
7. Provides information and research as requested on special projects involving the upper supervisory staff as requested by the Sheriff. This duty is performed as needed.
8. Works closely with all upper supervisory staff to resolve issues or research issue before presenting to the Sheriff.
9. Uses judgement and tact in resolving calls concerning complaints and routes callers to the appropriate division or individual.
10. Responsible for setting up monthly staff meetings and recording information for future projects or use.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Required to obtain ACJC Level I within 6 months of employment

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

ADDITIONAL INFORMATION

This position must be able to prioritize and organize work in order to meet deadlines. Must have excellent communication, problem solving and analytical skills; must possess good computer and general office practices and procedure skills. Must have the ability to work under stress due to deadlines and time critical tasks related to duties. Ability to establish and maintain a filing system. The position may involve regular and irregular hours needed to perform related duties and work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deemed in the best interest of the Sheriff's Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Sebastian County 2020
Admin Coordinator & Records Supervisor 0400
Job Description**

Job Code: 01001
Exempt: No
Department: Sheriffs Office
Reports To: Sheriff and Chief Deputy
Location: Not indicated
Date Prepared: April 28, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to and provides administrative support for the Sheriff, Chief Deputy Sheriff, Major and the Criminal Investigators and Communication Division. This position serves to support the Sheriff and Chief Deputy office and assists or oversees other Sheriff's department administrative personnel with the completion of their duties. The Administrative Coordinator supervises 10 employees within the Greenwood office, and Fort Smith Office. This position is governed by departmental and County policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises community/alternative sentence personnel assigned to the Sheriff Department and reports back to the courts.
2. Acts as office manager and supervises the Record Specialist and the accounting office. Interviews, hires, assigns and schedules 10 employees daily work flow and resolves problems or questions concerning department procedure for service of legal documents.
3. Maintains Sheriff's and Chief Deputy's calendar, schedules appointments for Sheriff and Chief Deputy and notifies Sheriff and Chief Deputy of meeting or appointment dates and time. Sorts and distributes incoming mail.
4. Researches, prepares and distributes statistical data to requesting agencies or departments as needed.
5. Coordinates with Information systems and outside agencies on computer and program related department needs. Assist in the resolution of hardware and software problems.
6. Researches grants and completes grant application for law enforcement. Administers awarded grants from state and federal government.
7. Researches and documents departmental policy and procedures. Performs revisions as directed, distributes and obtains required proof of distribution to more than 180 employees and/or representatives.
8. Prepares and copies reports, correspondence and statements for the Sheriff and Chief Deputy.
9. Researches avenues to generate new revenue for the daily operation costs of the department.

10. Coordinates with Human Resource on posting of employment openings, interdepartmental transfers, terminations, resignations, and retirements. Submits proper forms and paperwork in a timely manner.
11. Maintains and reports employee work hours for payment, including full time personnel, paid reserve personnel, drug task force personnel, drug enforcement personnel, Federal Bureau of Investigation personnel and ARKOTI personnel.
12. Receives and assists visitors, accepts phone calls and provides information according to Sheriff's policies and/or refers to appropriate individual or department as needed.
13. Attends public meetings and/or hearings as needed.
14. Monitors Sheriff General Budget, Federal Forfeiture Budget, Communications, Animal Control, Courthouse Security and Radio Equipment Budget as well as any awarded Grant Budgets. Assists in annual budget preparation and performs billing for budgets exceeding 3 million dollars. Coordinates with finance department in preparation of annual department budgets.
15. Secretary and Coordinator for special programs and groups such as the Special Olympics, Sebastian County Sheriff's Women's Auxiliary, Sebastian County Sheriff's Junior Deputy Program, Sebastian County Sheriff's Reserve Program, Cops' N Kids Program, and the Mounted Patrol Program. Coordinates and participates in local charitable organization as needed.
16. Coordinates departmental gatherings such as retirements, holiday meals, fundraiser's, media events, training classes, and community related events.
17. Orders and maintains current inventory of office supplies, furniture, and equipment. Oversees maintenance and repair of equipment.
18. Tracks fleet repair and maintenance costs.
19. Answers all Freedom of Information requests of departmental records.
20. See additional information.
21. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Intermediate: 10-Key, Accounting, Contact Management, Database, Human Resources Systems, Payroll Systems

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees;

planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment, specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Office secretarial and/or business experience necessary. Knowledge of the criminal justice system required. Some travel is required inside and outside the County area. May have to report to crime scene locations or any emergency site as needed. May be assigned to assist with transport of female prisoners or females needing medical attention. Required to make and speak at public meetings as assigned.

OTHER SKILLS and ABILITIES:

Must meet department requirements (polygraph, psychological). Ability to take and transcribe dictation, excellent typing skills and computer data entry experience is required. Supervisory skills are also required.

WORKING RELATIONSHIPS:

Contact with Sheriff's department personnel, the Prosecuting Attorney's office, Court Personnel, and other Federal, State law enforcement personnel, as well as business representatives and general public.

Required to operate county owned motor driven vehicles or machinery as needed. Considered on duty at all times while operating county owned motor driven vehicles or machinery.

Will be assigned duties outside the scope of primary duties and responsibilities on occasion including but not limited to:

Sometimes required to accompany a full time certified officer to search, escort or transport mental patients, prisoners, suspects or victims to the office, doctor, dentist, hospital, court or other proper holding facility.

Sometimes required to attend, with full time certified officer, interviews of statements taken from victims or suspects of crime.

Sometimes required to act as temporary guardian to minor children who are witnesses to or victims of crimes while awaiting Children's Youth Services.

Sometimes required to assist with the needs of victim's families, ex: family of missing person while search is in progress.

Sometimes required to perform services for field officers during long term assignments such as food / drink purchase, preparation and deliver to the field as well as any other support services needed.

May be required to receive and pass auxiliary or special police training and or additional training courses.

May be required and or assigned to participate in training scenarios with patrol, s.w.a.t., detention and emergency services.

Will be required and or assigned to work overtime as needed.



Investigator SGT

Job Description

Exempt: No
Safety Sensitive: Yes
Department: FCSO
Reports To: CID LT
Location: CID Office

GENERAL DESCRIPTION OF POSITION

This position is responsible for conducting investigations and carrying out the investigative goals of the County's Sheriff Department Criminal Investigation Division and supervising investigators. This position is governed by state and federal laws and department policy, and civil service rules and regulations. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct crime scene investigations, identify, collect and tag evidence; take photographs; lift latent prints; interview victims, witnesses and suspects; submit evidence to the State Crime Laboratory for examination; write reports and affidavits for arrest and search warrants; serve arrest and search warrants, subpoenas and other legal papers; and recover stolen property.

2. Supervise investigators that are assigned to CID.
3. Make arrests; fingerprint and photograph suspects; check background of suspect; and prepare case files and evidence for the Prosecuting Attorney for filing of charges; and follow cases through court to completion; review reports and intelligence from other law enforcement agencies; and develop and maintain contact with informants in obtaining information about cases under investigation.
4. Conduct forensic examinations of computers/cellular devices for all investigations.
5. Prepare and update case files. Ensure that files contain reports and relevant information. Keep open cases updated with new evidence.
6. Maintain contact with informants in obtaining information about cases under investigation.
7. Attend Court and Training when required.
8. Answer telephone calls about police related questions from the general public.
9. Organize and conduct community outreach when necessary.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: N/A

Funds, Property & Equipment Responsibility: County issued weapon

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software)

road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Driver's License and Basic Law Enforcement Certification and 40 Hours LE Training. The incumbent must be licensed to operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State CIC (Crime Information Center) and the NCIC (National Crime Information Center).

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Other, Word Processing/Typing
Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; and *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation.

Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory.

Ability to interpret a variety of city, county, state and federal laws making decisions and taking action quickly.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-03-24 09:47:14

Job Description for Investigator SGT
Created by www.dbdescriptions.com

Craighead County

Sheriff Sergeant

Job Description

Job Code: 1000
Exempt: No
Department: Sergeant Deputy Sheriff
Reports To: Lieutenant Deputy Sheriff
Location: Sheriff's Office
Date Prepared: February 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

A Sergeant is to oversee a particular department to which he/she is assigned and reports to the divisional Lieutenant. The Sergeant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. A Sergeant is to oversee a particular department to which he/she is assigned and reports to the divisional Lieutenant. This duty is performed daily, about 50% of the time.
2. The Sergeant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed. This duty is performed daily, about 40% of the time.
3. The Sergeant is responsible for the review of all time sheets submitted by staff in their division. The Sergeant is also responsible for submission all requests by a Deputy for time off (vacation/comp/personal). This duty is performed monthly, about 15% of the time.
4. The Sergeant of the division is to report any employee related issue to the division Lieutenant as soon as possible. This duty is performed as needed, about 5% of the time.
5. The Sergeant is to report any citizen complaint immediately to the divisional Lieutenant. This duty is performed as needed.
6. The Sergeant is to review all work and performance by staff to ensure that the most efficient method is being exercised. This duty is performed daily, about 10% of the time.
7. The Sergeant must adhere to the job duties and qualifications as any staff member under his/her command. This duty is performed as needed, about 5% of the time.
8. The Sergeant will assist and notify the Lieutenant of any divisional issues and a course of corrective action. This duty is performed as needed, about 5% of the time.
9. The division Sergeant will keep the Lieutenant informed if the event a directive needs to be altered or request any changes. This duty is performed as needed, about 5% of the time.
10. The division Sergeant will request when needed, any equipment or purchase from the Lieutenant for his/her shift. This duty is performed as needed, about 5% of the time.
11. The Sergeant of a shift is a direct line supervisor in the patrol division and will oversee patrols within the county and strictly enforce patrol areas. This duty is performed annually, about 20% of the time.

12. The Sergeant must make sure that all arrests/contacts are logged and submitted. This duty is performed as needed, about 20% of the time.

13. The Sergeant must oversee and ensure that body cameras are used when applicable and deputies adhere to policy/procedure and the proper download/documentation prior to the end of shift. This duty is performed monthly, about 10% of the time.

14. The Sergeant is responsible for identifying areas that are in need of training or additional training and reporting that to the shift Lieutenant at the earliest possible date. This duty is performed annually, about 5% of the time.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area, e.g. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified law enforcement officer, with minimum 3 years experience at this agency.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mild to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of

organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Enforcement Sergeant

Exempt (Y/N): Yes	DEPARTMENT: Sheriff's
DATE PREPARED: October 1996	SUPERVISOR: Enforcement Lieutenant
May 2004 October 2011 September 2017 March 2019	

SUMMARY:

Under the direction of an Enforcement Lieutenant, the Enforcement Sergeant is responsible for the supervision of Corporals, Investigators and Deputies assigned to a specific shift. The Enforcement Sergeant performs the regular duties of an Investigator/Deputy by maintaining the peace by enforcing the laws; investigating accidents/crimes; supervising and maintaining the health, safety, and property of persons at the scene of a crime/accident or in an emergency situation. The incumbent responds to public requests for assistance and implements crime prevention measures. Work is performed on foot and/or in a patrol car and involves an element of personal danger. The incumbent must be able to act without direct supervision and exercise independent judgment in meeting emergencies. The Enforcement Sergeant must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This individual has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversee Investigators/Deputies and the protection of residential districts, business districts, county roads and assist with traffic control.
2. Observe and investigate suspicious activity. At times, collect evidence ensuring the legal, moral transportation/storage of same. Also required to identify and collect fingerprints at some crime scenes and also maintain proper care of evidence and share that information between CID/Patrol.
3. Respond to all calls; make arrests of offenders and transport prisoners and patients, when necessary.
4. Resolve problems and answer questions from Investigators/Deputies on shift assignment.
5. Apprehend suspects and transport to the Detention Center.
6. Ensure that all reports are completed in a clear and accurate manner.

7. Serve civil and criminal papers, warrants, writs of execution, summons, subpoenas, judgments, orders of protection, and all other orders from the court maintaining proper service and returning same to proper courts, as necessary.
8. Perform public relations by communicating with community and neighborhood children, when time allows.
9. Appear and testify in court, as required.
10. Provide training to Investigators/Deputies, as necessary.
11. Assist with highway accidents, on request from the State, City, or Federal agencies.
12. Assist with office or desk work, as necessary.
13. Perform any other related duties as assigned.
14. Must make sure all employees on his shift are on time for work and properly dressed in uniforms and that those uniforms are properly worn/pressed, leather, boots, etc. Also, make sure units, weapons, etc. are checked for safety and cleanliness.

SUPERVISORY RESPONSIBILITIES:

Communications with Corporal on duty.

Directly supervises Investigators/Deputies and Reserve Deputies assigned to shift.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; recommendations for promotions; rewarding and disciplinary actions; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.

3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Must be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Pass a polygraph examination.
10. Possess and maintain a valid Arkansas driver's license.
11. Working knowledge of geography of the county.
12. The ability to observe situations and to report and record them clearly and accurately.
13. Be able to react quickly and calmly in emergency situations.
14. Be able to understand and follow oral and written instructions.
15. The ability to establish and maintain working relationships.
16. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
17. Must keep up with all changes in laws and ordinances.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED, completion of Law Enforcement Training and Street Survival. Must complete Arkansas Law Enforcement Training Academy (ALETA) and possess and maintain a valid Arkansas Driver's license. Must also complete quarterly weapons training and qualifications. Must be certified in any other weapons and/or equipment that is used such as; ASP, PR-24, pepper spray, spike strips, radar, etc. Education is ongoing as laws and ordinances change quite frequently and certain certifications must be updated. Defensive tactic is also a part of training. Must have 3 years previous experience in law enforcement and previously a Corporal.

OTHER SKILLS AND ABILITIES:

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. This officer must have the ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, or the general public. He is responsible for funds and/or property up to \$100,000. He must maintain a professional attitude even in the most unpleasant circumstances and must be able to communicate with other county officials, law enforcement agencies, judges, as well as spouses, parents, and children. He has extensive contact with fellow employees and the general public and must have a professional manner. This officer has occasional use of highly complex machines such as; guns, shotguns, pepper spray, batons, road spikes, radar, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; drive vehicles; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.

Sebastian County 2020 Law Enforcement Sgt 0400 Job Description

Job Code: 37001
Exempt: No
Department: Sheriff
Reports To: Major of Operations, Division Commander
Location: Not indicated
Date Prepared: April 28, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Major of Operations and Division Commander. Responsible for the daily operation of the patrol division and its associated activities. This position is responsible for work assignments for standard work periods as well as special events. Law enforcement manuals, departmental and county policies and procedures, and federal and state law govern this position. This position is also responsible for patrolling specified areas of the county and performing law enforcement activities. Must be a citizen of the United States.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops work schedules for 18 full-time and 50 auxiliary patrol deputies for standard work periods and special assignments and events. Controls accumulation of overtime and compensatory time, limiting county liability, if possible.
2. Performs daily briefing of assigned patrol personnel that includes organizing daily activities and briefing current crime information. Ensures proper risk management for daily assignments and operations.
3. Responsible for the overall training of assigned personnel including the scheduling of courses.
4. Responsible for routine and surprise inspections of county issued vehicles and equipment to ensure proper maintenance procedures are being followed.
5. Conducts annual evaluations of assigned personnel including verbal counseling and written evaluations of job performance.
6. Performs daily scheduling of vehicles to ensure the most efficient use of the fleet.
7. Maintain a time sheet for all assigned employees and is responsible for submitting them to the administration.
8. Acts as supervisor during critical first response incidents ensuring the safety of all personnel as well as compliance with laws and policies.
9. Acts as department supervisor with full authority in the absence of higher rank structure.

10. Patrols specified area of the county on foot and in a vehicle. Check buildings or residences for possible law violations, enforces traffic laws, investigates accidents and prepares traffic accident reports.
11. Responsible for preparation of written and verbal orders for special operations including highway drug interdiction, felony warrants sweeps, highway safety compliance checkpoints.
12. Arrests criminal suspects by warrant or for probable cause, conducts searches of vehicles and residences, conducts property seizures, transports suspects to property facilities for questioning.
13. Responds to emergency and non-emergency calls, administers first aid, contacts hospitals and/or emergency medical personnel, secures areas in which accident occurred to ensure public safety.
14. Coordinates search and rescue efforts of lost children and adults including coordinating with other agencies such as the Red Cross, the army national guard, and other law enforcement agencies.
15. Transports prisoners and mentally incompetent persons to agencies as needed.
16. Serves as court bailiff and may be assigned to work relief duties in the Detention Center or as a radio operator.
17. Performs surveillance and investigative duties to gather information or evidence concerning alleged criminal activities.
18. Provides escorts/security for funerals, parades, community events, concerts, and other special events.
19. Prepares reports relating to actions taken in given situations and the circumstances surrounding the situation. Prepares other activity reports.
20. Testifies in court concerning criminal cases.
21. Serves civil summons, writ of assistance, child custody orders, executions and subpoenas.
22. Researches and field tests new or improved law enforcement equipment and tools. Responsible for requesting purchase and implementation of tools/equipment that passes field testing.
23. Directly supervises Patrol Deputies within the department.
24. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Supervisor Classes, Instructor, Firearms Instructor

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Database

Basic: Accounting, Alphanumeric Data Entry, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning

and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment, wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain

cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to wet or humid conditions; and occasionally exposed to toxic or caustic chemicals, work with explosives. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to reach with hands and arms; regularly required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must continuously lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

OTHER SKILLS and ABILITIES:

Must be in good physical condition and have the ability to operate a firearm. Average typing skills are necessary. Must meet polygraph, psychological, and physical requirements. On call 24/7.

WORKING RELATIONSHIPS:

Contact with the Chief Deputy, Patrol Deputies, Communications Deputies, other law enforcement agencies and the general public, criminal suspects, prisoners, witnesses, and Detention Center personnel.

Threat of physical violence and/or injury as well as threat of civil law suit. The incumbent must work long hours. Minimum requirements for this position are 5 years of law enforcement experience.



Investigator

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Not indicated **FCSO**

Reports To: CID Sergeant

Location: CID Office

GENERAL DESCRIPTION OF POSITION

This position is responsible for conducting investigations and carrying out the investigative goals of the County's Sheriff Department Criminal Investigation Division. This position is governed by state and federal laws and department policy, and civil service rules and regulations. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct crime scene investigations, identify, collect and tag evidence; take photographs; lift latent prints; interview victims, witnesses and suspects; submit evidence to the State Crime Laboratory for examination; write reports and affidavits for arrest and search warrants; serve arrest and search warrants, subpoenas and other legal papers; and recover stolen property.

2. Make arrests; fingerprint and photograph suspects; check background of suspect; and prepare case files and evidence for the Prosecuting Attorney for filing of charges; and follow cases through court to completion; review reports and intelligence from other law enforcement agencies; and develop and maintain contact with informants in obtaining information about cases under investigation.
3. Conduct forensic examinations of computers/cellular devices for all investigations.
4. Prepare and update case files. Ensure that files contain reports and relevant information. Keep open cases updated with new evidence.
5. Maintain contact with informants in obtaining information about cases under investigation.
6. Attend Court and Training when required.
7. Answer telephone calls about police related questions from the general public.
8. Organize and conduct community outreach when necessary.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: N/A

Funds, Property & Equipment Responsibility: County issued weapon

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional

expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Driver's License and Basic Law Enforcement Certification and 40 Hours LE Training. The incumbent must be licensed to operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State CIC (Crime Information Center) and the NCIC (National Crime Information Center).

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Other, Word Processing/Typing
Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; and *frequently* required to stand, walk, sit, use hands to finger, handle, or feel;

occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation.

Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory. Ability to interpret a variety of city, county, state and federal laws making decisions and taking action quickly.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: ~~2019-08-30 15:19:57~~ 11-1-2021

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Criminal Investigator

Exempt (Y/N): No

DEPARTMENT: Sheriff's Dept.

DATE PREPARED: June 2002, July 2004

SUPERVISOR: CID Corporal

Aug 2011, March 2010, March 2018

SUMMARY:

The Criminal Investigator is responsible for the investigation of all criminal actions, such as burglary, arson, narcotics, homicides, rapes, kidnappings, and any other actions that must be investigated in the county. The incumbent is responsible for the investigation, arrest of criminals, and the accurate preparation of criminal case files. The Investigator must maintain control over all crime scenes to ensure validity of evidence until the area is secured. Work involves an element of personal danger and the incumbent must be able to act without supervision or direction, relying only on training and experience, plus exercise independent judgement in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. The Investigator has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. The Investigator must gather evidence at all scenes of criminal activity. These scenes can be quite horrific. These bodies or body parts must be tagged as evidence and put into body bags. This person must endure foul odors as well as the sight of these tragedies. The Investigator is involved with search warrants for wanted persons in houses, buildings, and vehicles and warrants for body fluids or hair. This officer is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B and C, and tuberculosis. Anthrax and Terrorism.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Investigate criminal actions.
2. Provide supervision and direct the actions of any and all Patrol Deputies at a crime scene. Maintain absolute control over the crime scene.
3. Complete all investigative reports accurately and in a timely fashion for the Prosecuting Attorney's Office.
4. Respond to all calls; make arrest of offenders and transport prisoners and patients, when necessary.

3. Work felony, misdemeanor, death and suicide cases.
6. Investigate information of illegal narcotics trafficking; purchase and/or seize controlled substances; submit evidence to the crime lab; and prepare all case files.
7. Assist local, state and federal; law enforcement agencies in drug related investigations and arrests and other crimes, as required.
8. Plan and execute search and arrest warrants for both felony and misdemeanor cases. Serve civil process papers, which include summons, subpoenas, writs of execution, judgements, orders of protection and all other orders from the courts maintaining proper service and returning same to proper courts.
9. Appear and testify in court, evidence suppression hearings, parole revocation hearings, jury trials that include Circuit District and Juvenile courts, etc.
10. Perform public relations in the community by explaining effective crime prevention methods.
11. Assigned to pawn shop detail. Pick up cards filled out by subjects pawning items at all pawn shops. Develop criminal cases on thefts, firearms, etc.
12. Enter warrants of arrest, stolen vehicle information, serial numbers of stolen items, etc. into the National Crime Information Network (NCIC) computer system.
13. This individual has access to funds for the purchase of narcotics, paying informants buying back stolen property as well as being responsible for funds, equipment and evidence up to \$100,000.00.
14. Complete all reports in a clear and accurate manner.
15. Assist with office, radio or deskwork, as necessary.
16. Turn in monthly reports and citations in a timely fashion as required by policy.
17. Perform any other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education Degree (GED) test indicating high school graduation level.
6. Must be examined by a licensed physician and meet physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicants' motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after the examination makes a recommendation to the employing agency.
9. Possess and maintain a valid Arkansas driver's license.
10. Must have working knowledge of geography of the county.
11. The ability to observe situations and to report and record them clearly and accurately.
12. Be able to react quickly and calmly in emergencies situations.

13. Be able to understand and follow oral and written directions.
14. The ability to establish and maintain working relationships.
15. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
16. Must keep up with all changes in all laws and ordinances.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED; completion of Law Enforcement Training and Street Survival; completion of state certification through Arkansas Law Enforcement Academy (ALETA); Must have a valid Arkansas Drivers' License and complete quarterly firearms training and qualification. Must be certified in any other weapons and/or equipment that are used such as: ASP, PR-24, Pepper Spray, Handcuffs, etc. Education is ongoing as laws and ordinances change quite frequently and certain certifications must be updated. Defensive tactics is also a part of training. The individual must have 5 years full time employment as a certified law enforcement officer. The investigator must also complete advanced training in Rape, Sexual Assault, Investigation courses, U.S. Department of Justice, Violent Crime Reduction and specialty training in Narcotics and Hostage Negotiations.

OTHER SKILLS and ABILITIES:

1. Ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; tact and diplomacy; good powers of observation and memory.
2. Ability to fire weapons; and the physical ability to detain/apprehend felons.
3. Ability to define problems, collect data, establish facts, and draw valid conclusions.
4. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly.

5. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.
6. Possess various evidence collections methods, use of narcotics test kits and identikit composite training and other processes.
7. The officer has an occasional use of highly complex machines such as guns, shotguns, batons, pepper spray, cameras, etc.
8. Can be responsible for funds and/or property up to \$100,000.
9. Although this deputy is not responsible for the supervision of other employees, he is in fact responsible for supervision of a crime scene and the people involved, adult or child.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicle; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

This individual occasionally is required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation and vibration.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in the outside weather conditions.

The noise level in the work environment is usually moderate.



Drug Task Force Investigator Job Description

Job Title	<i>Drug Task Force Investigator</i>
Reports To	<i>Drug Task Force Sergeant</i>

Job Summary:

The Drug Task Force Investigator works under the general direction of the Drug Task Force Sergeant and is responsible for conducting narcotics investigations and related criminal investigations. The Drug Task Force Investigator participates as a member of the task force team and carries out the investigative goals and objectives of the task force. Law Enforcement procedures, state and federal laws, and agency policy / procedures govern this position.

Duties and Responsibilities:

- Conducts overt and covert criminal investigations of persons suspected of violating criminal laws; arrests suspects; conducts interviews of suspects and witnesses; writes reports and presents investigative findings and evidence to the prosecuting attorney for the purpose of prosecution; meets with prosecuting attorney to prepare cases for trial; maintains proper documentation of case and intelligence files.
- Cultivates, manages, and supervises confidential informants; maintains informant files; investigates open case files; uses a variety of electronic equipment, recorders, and cameras in conducting investigations.
- Obtains and executes search warrants; collects and preserves evidence; and initiates and maintains surveillance.
- Prepares offense reports, maintains drug buy funds and records, completes task force reports.
- Packages and logs evidence and submit items to the crime laboratory for analysis.
- Maintains good working relationships with other law enforcement agencies.
- Appears in court to testify when summoned.
- Investigating and apprehending person(s) suspected of illegal sale or use of narcotics within Jefferson, Lincoln, and Arkansas Counties; Compiles identifying information on suspects charged with selling narcotics.
- Obtaining government funds required to make the purchase narcotics, illicit drug, or payment to confidential informants.
- Submitting written report containing charges, available facts, and evidence to judge in support of the authorization of search warrants or wire taps.
- Observing and photographing narcotic purchase transactions to compile evidence and protect undercover investigators.
- Arrests narcotics and other offenders.
- Obtains statements for prosecution of offenders and appears in court as a witness.
- Follow established policies and those outlined in the Jefferson County Sheriff's Office Employee Handbook.
- Performs other duties as may be assigned to fulfill the needs, objectives, and/or goals of the task force.



Drug Task Force Investigator Job Description

Special Knowledge, Skills, Abilities, or Education

- 1 year of experience within uniformed patrol division, specialized division, or equivalent position.
- Completion of Arkansas basic law enforcement training or law enforcement certificate accepted by the Commission on Law Enforcement Standards and Training (CLEST) pursuant to reciprocity rules.
- Knowledge of Federal, State, and County ordinances, including rules of criminal procedure, law governing search and seizure, and rules of evidence.
- Knowledge of modern police investigative methods.
- Ability to physically and mentally react in a variety of emergency situations.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.
- Ability to be subject to call-out and to have flexible and irregular working hours, shifts, and assignments.

Law Enforcement Officer Essential Job Functions:

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- May be required to stand, walk, run, stand, stoop, crawl, or sit for prolonged periods of time; use hands to manipulate, handle, or operate objects, firearms, controls, or tools; reach with hands and arms, climb or balance; taste or smell, and lift heavy objects or people; overcome the resistance of a suspect.
- May have to occasionally lift and/or move more than 100 pounds.
- Vision abilities require close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Have the ability to work in various environmental conditions such as extreme heat during summer, freezing cold during winter, rain, storms, ice, floods, etc.
- Must be able to carry firearm(s), perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials and controlled substances.
- Must be physically able to perform all required law enforcement duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional police training.
- Operate motor vehicles at high rates of speed using due regard and defensive driving techniques.
- Must be knowledgeable of the proper procedures for the sheriff's office.

Qualifications:

- Must be a citizen of the United States (natural born or immigrated) and a legal resident of Jefferson County Arkansas.
- Must be at least 21 years of age on date of hire.
- Must possess a valid Arkansas driver's license.



Drug Task Force Investigator Job Description


- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Law Enforcement training course within nine (9) months of initial employment.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer.

Job Type: Full-Time (Safety Sensitive)

Salary: \$35,110.70 - \$45,036.43

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021



IT Coordinator

1000.0400.1055

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Chief Deputy

Location: County Courthouse

Grade: FCSO

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for the management of computer resources. The incumbent is also responsible for the Faulkner County Sheriff's Office network and recommends new products and technologies. This includes directing all IT operations to meet customer requirements as well as support and maintenance of existing infrastructure, applications, and development of new technical solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Configure and install PCs, servers, network, and other hardware/software associated with the Sheriff's Office network.
2. Troubleshoot and diagnose problems and make necessary repairs.

3. Create and maintain Windows and E-mail users for Sheriff's Office personnel.
4. Maintain and upgrade, when necessary, Sheriff's Office telephone system with assistance from an outside contractor when necessary.
5. Use available resources, web search engines, software/hardware documentation, etc., to resolve issues with computers, software, routers, switches, and other network equipment.
6. Provide support for Sheriff's Office network users with hardware/software problems. Assist users to resolve computer related problems such as inoperative hardware or software.
7. Review completed projects or computer programs to ensure that specifications are met, that software meets user needs, and that the programs are compatible with the existing system and others programs already in use.
8. Meet with Sheriff's Office personnel to identify needs, assess current system capabilities and future requirements.
9. Maintain Mobile Video Recorders (MVR) in Sheriff's office vehicle fleet.
10. Diagnose and repair minor problems with MVRs and coordinate major repairs with authorized repair centers.
11. Perform preventive maintenance and updates to MVRs to ensure operational readiness.
12. Research updates, new and existing vulnerabilities, and best practices for current infrastructure at FCSO.
13. Maintain policy card procedure documentation and train users as needed on any changes.
14. Maintain data backups and offsite replication.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: N/A

Funds, Property & Equipment Responsibility: 9 Cisco Switches; Cisco Firewall; 12 windows 2008 R2 servers; 10 Linux Servers; 150 windows, 7 laptops and desktop computers; 50 Sierra Wireless modems; 10 verizon cellular hotspots

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Database, Word Processing/Typing

Intermediate: Presentation/PowerPoint, Programming Languages, Spreadsheet

Basic: 10-Key, Accounting, Alphanumeric Data Entry

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear; *regularly* required to use hands to finger, handle, or feel; *occasionally* required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds, frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to work near moving mechanical parts, outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-01-17 09:21:38

Job Description for IT Coordinator
Created by www.dbdescriptions.com

Craighead County

Sheriff Computer Administrator

Job Description

Job Code: 1000
Exempt: No
Department: Director of Information Systems
Reports To: Assistant Chief Deputy
Location: Detention Center
Date Prepared: March 14, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Responsible for the secure and effective operation of all computer systems, related applications, hardware and software that is used within a wide range between multiple facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Software Management. This duty is performed daily, about 20% of the time.
2. Hardware Management. This duty is performed daily, about 20% of the time.
3. Network Management. This duty is performed daily, about 20% of the time.
4. IT Budget recommendations. This duty is performed annually, about 5% of the time.
5. General maintenance and installations. This duty is performed as needed, about 10% of the time.
6. Emergency troubleshooting. This duty is performed as needed, about 10% of the time.
7. General troubleshooting. This duty is performed as needed, about 10% of the time.
8. Evidence Management and Preparations for court. This duty is performed annually, about 20% of the time.
9. Maintenance of fleet equipment (laptops, cameras etc.). This duty is performed annually, about 20% of the time.
10. Server management. This duty is performed annually, about 10% of the time.
11. Diagnosing/Troubleshooting multiple stations and patrol units. This duty is performed annually, about 10% of the time.
12. Managing and implementing network security. This duty is performed annually, about 10% of the time.
13. 24 hour call for service. This duty is performed annually, about 10% of the time.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS Diploma - Computer IS/IT experience.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: 10-Key, Alphanumeric Data Entry, Database, Other, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mild to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Computer senior software programming, debug problem detection, database analyst II, network development, and senior project manager.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work in high, precarious places; and occasionally exposed to outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is frequently required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; occasionally required to stand, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



IT Director

Job Description

Exempt: Yes

Safety Sensitive: No

Department: IT

Reports To: County Administrator

Location: Not indicated

GENERAL DESCRIPTION OF POSITION

Directs the Faulkner County Information Technology (IT) Department in the planning, design, implementation, and ongoing operation of local-area, wide-area, telecommunications networks, and related infrastructure and services as requested by department heads, County Judge and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs the planning, design, implementation and operation of voice telephone systems, local- and wide-area networks, and all IT infrastructure and the associated equipment, software, and services.
2. Implement IT solutions based on request or need for service by department heads, County Judge and elected officials.
3. Evaluates Faulkner County IT infrastructure needs to determine when upgrades of equipment and/or services will be required.
4. Analyzes IT infrastructure to determine network performance and to identify problem areas.
5. Identify risk areas, evaluate cyber systems, implement cyber security solutions, and monitor systems in all Faulkner County IT services.
6. Develops, implements, and reviews security plans, policies, and procedures in accordance with annual State of Arkansas auditor reviews, recommendations, and requirements.
7. Remains informed of current technology and evaluates new technologies for possible application.
8. Carries out supervisory responsibilities in accordance with Faulkner County policies and applicable laws. Responsibilities may include but are not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
9. Hold department meetings to review strategic goals and initiatives, promote team building and work to provide growth paths for staff.

10. Develops capital and operating budgets for the Department
11. Analyzes performance of Help Desk activities and documented resolutions, identifies problem areas and devise and deliver solutions to enhance quality of service and to prevent future problems.
12. Develops, maintains and tests business continuity/disaster recovery plans for all critical systems and processes within the Department.
13. Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Computer Science or related field, plus at least 11-15 years total related experience including 5 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Fiduciary responsibility of up to \$500,000 per year based on approved annual budget and all Information Technology assets and inventory.

SUPERVISORY RESPONSIBILITIES

Supervises 2 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Self-directed to achieve company/organization goals. Reports to County Administrator.

PLANNING

Full project management responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations for a group of employees in the Information Technology Department within budgeted constraints set forth by the annual Faulkner County budget process.

DECISION MAKING

Full execution of all Information Technology projects with regard to the decision making in budgetary spending and the planning of time, method, manner, and/or sequence of performance of own work, in addition, the work operations for a group of employees in the Information Technology Department.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Autonomous in the planning and decision making of all Information Technology Department activities adhering to policy, procedure and available resources. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in all level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

SOFTWARE – HARDWARE SKILLS REQUIRED

Advanced: Microsoft Server Operating systems, Microsoft Application Servers, Microsoft Desktop Operating Systems, Cisco Networking, Cisco Voice over IP, Backup and Disaster Recovery, Veeam Software, VMWare Systems, ESET software, Network Monitoring, Network Security, Website Management.

Intermediate: Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit; use hands to finger, handle, or feel; talk or hear; *occasionally* required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.



IT Network Administrator

Job Description

Exempt: No
Safety Sensitive: No
Department: IT
Reports To: IT Director
Location: Not indicated

GENERAL DESCRIPTION OF POSITION

Provide desktop support for Faulkner County end users. Second level responder for IT requests. Troubleshoots and resolves incoming helpdesk requests. Performs routine maintenance as needed. Escalates help desk requests appropriately. Reports to the IT Director and works closely with other members of the technology department to support all end users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Second level responder for routine helpdesk tasks such as to receive and respond to incoming calls, texts, and/or e-mails to support email address or IT department including the escalation of and follow-up on more complex issues.
2. Process requests for quoting and ordering IT related equipment from department heads and elected officials.
3. Schedule the replacement or installation of end user computer equipment and peripherals.
4. Perform basic end user training on accessing and using the IT systems and technologies used in the day to day performance of their job.
5. Setup and maintain user accounts on various IT systems.
6. Process the deactivation and archiving of the data of terminated users.
7. Updates IT Department support procedure documents to reflect changes to servers, software, configurations, and policies and create Knowledge Base articles and FAQs for team and employee reference.
8. Access software updates, drivers, knowledge bases, and frequently asked questions resources on the Internet to aid in problem resolution.
9. Serve as secondary contact to receive and process service requests to update and maintain the county websites and social media accounts.

10. Secondary on processing purchase order and inventory requests for all county wide department purchases.
11. Track and maintain internal office supply inventories.
12. Once IT related issues have been identified and documented, works directly with end users to eliminate issues, escalates issues to IT director when necessary.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus at least 2 years of related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small and large group situations with internal and external customers, public and other employees of the organization.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Yes, IT Director

PLANNING

Planning and scheduling of timely replacement of computer equipment while coordinating with the end user.

DECISION MAKING

Must be able to prioritize and know when to escalate issues up to vendor or IT Director.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed, Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

PUBLIC CONTACT

Regular contact with persons outside the organization. This would include contacts with suppliers, mail service,

etc.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Must be familiar with the software and systems installed on the computer systems being supported.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.
The noise level in the work environment is usually moderate.



IT Administrative Assistant

Job Description

Exempt: No

Safety Sensitive: No

Department: IT

Reports To: IT Director

Location: Not indicated

GENERAL DESCRIPTION OF POSITION

Provide administrative support for Faulkner County Information Technology (IT) Department. First level responder for incoming helpdesk requests. After receiving, documenting, and initial troubleshooting of the issues escalates more complex issues to the IT Network Administrator for resolution. Reports to the IT Director and works closely with other members of the technology department to support all end users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive and respond to routine incoming calls, texts, and/or e-mails to support email address or IT department including the escalation of and follow-up on more complex issues.
2. Provides administrative support to order, receive, and maintain inventory for Faulkner County cell phones, tablets, computer workstations, monitors, printers, and related hardware and software and associated licenses and renewals.
3. Assists in the management and tracking of Faulkner County owned land line and mobile phones plans, computer hardware and software assets. Follow defined procedures for the deployment, transfer, retirement, and disposal of county inventory assets.
4. Provides administrative support to order, receive, and maintain and track software and associated licenses and renewals.
5. Setup and maintain user accounts on various IT systems.
6. Updates IT Department support procedure documents to reflect changes to servers, software, configurations, and policies and create Knowledge Base articles and FAQ's for team and employee reference.
7. Access software updates, drivers, knowledge bases, and frequently asked questions resources on the Internet to aid in problem resolution.
8. Operates audio/visual equipment as required for recurring Quorum Court and scheduled committee meetings.

9. Serve as primary contact to receive and process service requests to update and maintain the county websites and social media accounts.
10. Process purchase order and inventory requests for all county wide department purchases.
11. Returns defective or unneeded materials.
12. Coordinate the annual budget process with the County Judge's office.
13. Maintain the Catastrophic Leave Pool spreadsheet using MS Excel.
14. Enter monthly tax distribution and distribute to appropriate Department heads.
15. Maintain FTP site user accounts.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small and large group situations with internal and external customers, public and other employees of the organization.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists, Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Yes, IT Director

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed, Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

PUBLIC CONTACT

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.



Receptionist (Jail)

Job Description

Exempt: No
Department: Sheriff
Reports To: Sergeant
Location: Unit 2

GENERAL DESCRIPTION OF POSITION

Answer the phone and greet walk-in visitors to Unit 2 of the Faulkner County Jail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer phone and direct calls to other offices.
2. Greet walk-in visitors and clients.
3. Use WinSims to look up court dates, holds, warrants, etc.
4. Call District Court to check on court dates, fines, and holds. Call Unit 1 or other agencies to check on property releases, and warrants.

5. File and prepare documents for scanning.
6. Receive and send faxes/mail.
7. Data entry for reports and documents.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or

manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Database, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to sit, talk or hear; *regularly* required to use hands to finger, handle, or feel, reach with hands and arms; *occasionally* required to stand, walk, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 09:15:19

Job Description for Receptionist (Job)
Created by www.jobdescriptions.com

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Receptionist/Clerk – Sheriff

Exempt (Y/N): No

DEPARTMENT: Sheriff's Department

DATE PREPARED: October, 1996

SUPERVISOR: Chief Deputy

August, 2011 October, 2015

SUMMARY:

Under the supervision of the Chief Deputy the Receptionist/Clerk acts as the receptionist and telephone operator for the Sheriff's Office. Assists employees with paperwork and policies, and keeps the files for the Division. The Receptionist/Clerk assists the public both in person and on the telephone. The incumbent sees that all office functions are performed efficiently and in a professional and timely manner. The Receptionist/Clerk is responsible for the day to day administrative support function of the Sheriff's Office and handles each situation according to County, Sheriff's Office, and Detention Center policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

- f. Performs duties for the Sheriff's Office, including, but not limited to:
 - a. Assists the Sheriff/Chief as needed/directed.
 - b. Greets individuals entering the Sheriff's Office, provides information, or directs them to the appropriate individual within the Division or to others in the Sheriff's Office, as necessary.
 - c. Professionally greets, screens and processes professional visits.
 - d. Answers and screens a large number of calls, directing phone calls to appropriate persons or departments, or takes accurate messages in a polite and efficient manner.
 - e. Perform secretarial duties for the Division such as typing, filing, faxing, photocopying, posting notices and memos, and distributing materials.
 - f. Maintains inventory of office supplies and forwards orders to Chief for approval as necessary.
 - g. Opens, redirects, and distributes office mail, as necessary.
 - h. Enters monthly statistical reports into the computer.
 - i. Provides assistance, as needed, to other office staff.
 - j. Assists Sheriff's Office Bookkeeping in basic bookkeeping duties, as needed.

- k. Processes applications and forwards to the Human Resources Office.
- l. Conducts all liaison activities in a professional manner to provide for maximum cooperation between and among the County, the public, and other agencies.
- m. Responsible for overall office management, ordering supplies, any special orders, sets up appointments for the Management Team as well as the conference room and distributing memos to appropriate Divisions.
- n. Maintains an accurate and organized filing system.
- o. Responsible for accreditation as it relates to assigned responsibilities.
- p. Assists in the development, application and maintenance of related documents (i.e., policy and procedures, forms, etc.) necessary to maintain accreditation and provide for high standards of work.
- q. Coordinates the installation and operation of computer services to support office functions.
- r. Accurately and neatly, reproduces routine Sheriff's Office correspondence, letters, memoranda, cards, and reports.
- s. Maintains a schedule of meetings and makes arrangements for conferences, interviews, and other program activities.
- t. Maintains files of correspondence, records and other documents.
- u. May assume additional duties as requested or directed by the Chief Deputy

SUPERVISORY RESPONSIBILITIES:

- 1. Carries out responsibilities in accordance with the County's policies, the Garland County Sheriff's Office Policy and Procedure Manual and applicable laws and ordinances.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. May be required to take and pass an assessment prior to employment.
2. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
3. Willingness to submit to and pass urinalysis.
4. Agreement to maintain a drug-free and tobacco-free workplace.
5. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
6. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
7. Fluent in English.
8. Is a positive role model for the Sheriff's Office, volunteers and visitors.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent. Associate Degree or the equivalent college work, preferred.
2. Minimum of two (2) years previous clerical experience in a general office/ secretarial setting.
3. Previous experience working with the public is preferred.
4. Willingness to work irregular hours

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work.
2. Displays a functional understanding of general office procedures, computers, multi-line telephone operation, typing skills, filing according to office procedure, copier, basic calculator, use of other general office machines and accurately enters information.
3. Proficient in computer software (minimum of Microsoft Word and Microsoft Excel).
4. Ability to accurately type a minimum of 60 wpm.
5. Demonstrates exceptional organizational skills, attention to detail and a desire to achieve accuracy in all transactions.
6. Provides good interpersonal and communication skills, both verbal and written.
7. Possess a clear voice and proper usage of the English language when communicating both in person and on the telephone.
8. Can perform basic mathematical functions.
9. Able to think and act quickly in medical, fire or other emergency situations.
10. Willingness to keep current on computer skills, applications and office practices and obtain training as necessary.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
2. Provides problem solving skills and the ability to analyze situations quickly and accurately and respond appropriately.
3. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
4. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
5. Aware of new and emerging technologies and their possible use in the Sheriff's Office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift and/or move up to 25 pounds.
7. The work is mostly sedentary.
8. Appropriate oral skills to be clearly understood on the telephone and in person.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment is may be moderate.

Sebastian County 2020 Records Specialist 0400 Job Description

Job Code: 39001+
Exempt: No
Department: Sheriff
Reports To: Administrative Coordinator & Records Supervisor
Location: Not indicated.
Date Prepared: April 22, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Admin Coordinator & Records Supervisor and is responsible for maintaining complete warrants, subpoenas, civil records, and various legal documents for the Sheriff's department. The Records Specialist position is governed by departmental policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives warrants, protection orders and body attachments, subpoenas, writs of executions, writs of assistance, and writs of evictions civil papers. Logs numbers, prepares warrant jackets and serves, assigns or mails to other jurisdictions for service.
2. Reviews Adult Detention Center docket sheets to assure all warrants have been served and are routed to proper court.
3. Performs criminal history check for other agencies and the public as requested.
4. Responsible for all incoming calls to the records office from individuals, law enforcement, government agencies and the general public, providing information concerning status of warrants, criminal summons, civil papers, writs, and subpoenas when requested.
5. Maintains records of reported motor vehicle accidents and routes reports to proper state authority.
6. Receives and serves more than 13,000 (yearly) subpoenas by telephone, routes others to proper division for personal services.
7. Responsible for the accurate entry of more than 13,000 (yearly) warrants into ACIC/NCIC system as mandated by Federal and State Law.
8. Responsible for researching and locating accurate and dependable information to identify individuals to accommodate entry into the ACIC/NCIC system and meet validation requirements. Exceeds 28,000 records per year.
9. Required to perform monthly validation of all warrant and protection orders in the Perform monthly validation of all war rents and protection orders in the ACIC/NCIC system to ensure that all records are complete, accurate, and still active. Exceeds 15,000 records per year.
10. Responsible for ensuring that all records that are no longer current have been removed from ACIC/NCIC, the AS400 systems, and AEGIS in a timely manner limiting wrongful arrests and seizures.

11. Responsible for utilizing telephone and written correspondence to contact other agencies regarding individuals wanted on minor offenses and to arrange surrender and service of warrants.
12. Performs local criminal history background checks for employment as requested.
13. Researches and provides arrest histories for court petitions for "order to seal" and "expunged" orders.
14. Performs audit of seized assets month.
15. Collects money for Civil Fees, Writs, Notice to Quit, Petition to Seal, accident reports, incident reports and arrest record checks.
16. Receives Writs of Execution - inventories seized properties, sets up sale dates and advertises for auctions. Completes paperwork regarding the auction & release of property. Performs audit of seized assets monthly.
17. Receives and assists visitors in person, answer phones, provides information and/or refers to appropriate parties or individuals as necessary.
18. Receives and invoices child support, APERS and state writs and runs receipts for checks monthly.
19. Receives civil papers. Records and issues to deputies for service. Receives original copy after service, and return to appropriate courts.
20. Registers sex offenders.
21. Runs end of the month reports for supervisors. Responsible for sending bond conditions
22. Receives protection orders from Circuit Court and ensures all orders (temporary, amended, and finals) are entered into AS400 and AEGIS, served on the defendant and sent back to the court.
23. Responsible for sending protection orders to other agencies to be served on defendants with addresses outside of Sebastian County, including prisons. Also receives protection orders from outside agencies and ensures all orders are entered into AS400 and AEGIS, served on the defendant and sent back to proper agency.
24. Responsible for the accurate entry of more than 100 (yearly) protection orders into ACIC/NCIC system as mandated by Federal and State Law, including updating information if an amended order is issued and when the final order is issued.
25. Required to perform monthly validation on property files, missing persons, and wanted persons in the ACIC/NCIC system to ensure all records are complete, accurate, and still active.
26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

ACIC/NCIC Certification - basic and advanced

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Accounting, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to sit, reach with hands and arms, taste or smell; and frequently required to stand, walk, talk or hear; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



Juvenile Detention Officer

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Corporal Juvenile Director

Location: Unit 1 or Unit 2

GENERAL DESCRIPTION OF POSITION

The incumbent serves the County by holding juvenile detainees, and meeting the needs of the inmates in accordance with federal and state law. Must meet minimum requirements under state law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handle intake of prisoners to include bookings, pictures, prints, phone calls, searching incoming prisoners, and other activities associated with incarceration in the County jail.
2. Secure the building and grounds, protect the rights and safety of inmates to include jail checks, prisoner counts and shake downs, clean cells and building, issue linen/laundry needs and log/deliver prisoner mail.

3. Complete School lunch log daily to ensure all juveniles through age 20 are included. Complete "feed county log" for each meal to record when detainees eat.
4. Prepare juveniles for transport.
5. Supervise inmates during the following activities: exercise, meals, visits, phone calls, changes of linen/uniforms and prisoner work loads and trustee assignments.
6. Set medical screening for inmates, dispense razors, soap, toilet paper and provide inmates with proper forms to have access to a nurse, phone call or file a grievance.
7. Maintain and file records. Enter juveniles into Juvenile WinSoms system and keep all records updated.
8. Maintain emergency equipment in jail, camera equipment and film supplies.
9. Call emergency units, and plumbing company to report building, computer or electrical malfunctions when necessary.
10. Operate the jail commissary for inmates to include ordering supplies, selling items, maintaining inventory and filling in as needed in other divisions within the department.
11. Make reprints of mug shots for other agencies and maintain paperwork on and check function of Gas Chromatograph.
12. Maintain visual/audio check of inmates and security for persons entering/exiting the jail, control electronic opener, computer entry of jail checks, computer accesses motion detectors, security alarms and check temperatures of cells.
13. Log duties of Jailers and Trustees and maintain security of all weapons brought in and personal items left for inmates.

14. Represent the department in a professional manner to enhance the County's image and minimize loss of goodwill.
15. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area, E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Contact Management, Database, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to stand, walk, talk or hear; *frequently* required to use hands to finger, handle, or feel, reach with hands and arms; and *occasionally* required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds, frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions, risk of electrical shock.

The noise level in the work environment is usually loud.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State Crime Information Center and the NCIC (National Crime Information Center) systems.

Must have a high school diploma or GED.

Must not have been convicted of a felony of any kind and before selection into this position, must be able to withstand a complete background investigation.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a calculator, computer.

More ADDITIONAL INFORMATION

Not indicated.

11-1-2021

Craighead County Detention Center Officer Job Description

Job Code: 1000
Exempt: No
Department: Detention Center Officer
Reports To Assistant Shift Supervisor Corporal
Location: Detention Center
Date Prepared: March 14, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Detention Officers will provide safe and secure custody of incarcerated persons adhering to all policy and procedures of the facility. These officers work in jails, courtrooms, and juvenile detention centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide for the legal admission and release of all prisoners/inmates at the CCDC. This duty is performed daily, about 20% of the time.
2. Accurately identify inmates and log all movements and locations of inmates. This duty is performed daily, about 20% of the time.
3. Maintain order and discipline among incarcerated persons. Provide a safe environment and immediately resolving a hostile action. This duty is performed daily, about 20% of the time.
4. Searching prisoners and their housing areas according to the contraband policy for drugs, weapons or other contraband. This duty is performed daily, about 20% of the time.
5. Administering and logging inmates into the detention center. This duty is performed as needed, about 10% of the time.
6. Provide access to medical services, according to guidelines for all inmates. This duty is performed as needed, about 10% of the time.
7. Provide access to counseling, visitation, clergy, attorneys and mail privileges. This duty is performed as needed, about 10% of the time.
8. Maintain the cleanliness of housing, clothing and general environment. This duty is performed as needed, about 10% of the time.
9. Provide access to food services. This duty is performed as needed, about 10% of the time.
10. Securing and logging of all personal property. This duty is performed as needed, about 10% of the time.
11. Immediately abate any hostile actions. This duty is performed as needed, about 10% of the time.
12. Proper segregation of all classes of inmate as defined by law (female/male juvenile/adult). This duty is performed as needed, about 10% of the time.

13. Provide transportation for inmates to medical, court, and related facilities. This duty is performed as needed, about 10% of the time.

14. Records visits, inspects items brought into the jail, and check incoming and outgoing mail.

15. Prepares routine records on inmates; performs general clerical duties.

16. Perform any additional duties as assigned by supervisors. This duty is performed as needed, about 10% of the time.

17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS diploma or equivalent. Must be able to complete a basic jailer course within 1 year from hire date.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY**FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
Position Description
JOB TITLE: Detention Deputy

Exempt (Y/N): No
DATE PREPARED: October 1996

DEPARTMENT: Detention
SUPERVISOR: Commander/ Relief
Commander/ Area Supervisor

May 2004, September 2011, March 2018

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Shift Commander, Relief Commander or the Detention Corporal, the Detention Deputy demonstrates propensity of a collaborative, innovative and robust work environment. He must guarantee the security, wellbeing, and the safety of staff/inmates housed in the Detention Center. The incumbent assists in the control of the detention facility by overseeing the visual and audible supervision of inmates in cell areas at all times. The incumbent is responsible to ensure proper services, supplies, and food is provided to all inmates. Also, must provide recreational and religious programs on a reasonable basis. The Detention deputy is responsible for over 300 inmates in the facility and accurate completion of documentation. Future capacity will be over 500 inmates. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary. Performs duties for the Detention Center, including, but not limited to:

1. Book all lawfully arrested persons by ensuring all proper procedures and documentation is accurately completed.
2. Supervise inmates by ensuring safety and order for staff and inmates.
3. Ensure facility security by use of shift staff and policies of administration.
4. Ensure all duties are carried out according to applicable laws, ordinances, and policies.
5. Communicates with inmates, giving information and direction, mediating disputes, and advising of rights and processes. Listens to inmate's complaints and resolves inmate's conflicts and problems.
6. Oversees the rights of inmates.
7. Ensure cleanliness of cell areas, halls, etc. and ensure all is in good repair.
8. Oversee administering of medications to inmates, as prescribed by a physician.
9. Prepare daily reports, maintain accurate records of all unusual incidents, and prepare disciplinary actions records.
10. Collect and receipt for money received for bonds, fines, and fees, completing accurate records.

11. Maintains proper docket of all inmates admitted to custody in the facility.
12. Fingerprint and photograph inmates.
13. Serves as a Control Officer to use and monitor computerized electronic security equipment, touch screen and manual control panels, telephones, intercoms, CCTV and electronic recording equipment to oversee the security of the facility.
14. Supervise inmate's visitations and communication.
15. Performs other duties as necessary.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the inmates in a direct supervision environment.
2. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
3. Responsibilities may include training employees.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation of the employing agency.

9. Possess and maintain a valid Arkansas driver's license.
10. The ability to observe situations and to report and record them clearly and accurately.
11. Be able to react quickly and calmly in emergency situations.
12. Be able to understand and follow oral and written instructions.
13. The ability to establish and maintain working relationships.
14. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
15. Must keep up with all changes in laws and ordinances.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School Diploma or GED equivalent.
2. Completion of, or the ability to complete, Law Enforcement Training Academy or similar course.
3. Completion of, or ability to complete Jail Standards Course unique to Arkansas or similar courses.
4. Must possess a valid Arkansas driver's license.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.

OTHER SKILLS and ABILITIES:

1. Displays a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines. Microsoft Office competence preferred.
2. Aware of new and emerging technologies and their possible use in the Detention Center.
3. Demonstrates the ability to analyze situations quickly and accurately and respond appropriately.
4. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
5. Displays the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.

6. Demonstrates excellent organizational skills.
7. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
8. Provides good interpersonal and communication skills, both verbal and written.
9. Other skills required are proper use of radio, fingerprinting device, OC Spray qualification, Alcohol testing, and self-defense training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspections which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possesses the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly sedentary, although there is some walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.
14. Perform basic mathematical functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter

while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as, HIV virus, Hepatitis A, B and C, and Tuberculosis.
4. This position involves shift work including weekends, holidays, and overtime as needed.



2022 Budget

Sheriff - Detention Officer

Job Description

Exempt:	No
Department:	Sheriff's Detention Center
Reports To:	Detention Corporal
Location:	735 S Neeley St., Benton, AR 72015
Safety Sensitive:	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Detention Deputy, an entry level position, must manage, regulate and proactively supervise inmate behavior by assessing inmate risk and needs, meet inmate basic needs, define and convey expectations for inmate behavior, and proactively supervise inmate activities to productively influence how they spend their time. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. Detention Officer works under the direction of the Detention Center Corporal and is responsible for receiving and dispatching routine information and processing and care of detainees

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts daily inspection and maintenance of housing units and facility to ensure proper security.
2. Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity.
3. Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift.
4. Orients inmates to housing units ensuring all inmates understand facility rules.
5. Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates' activities and movements within the facility.
6. Conducts surveillance, unit searches and shakedown to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment.
7. Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed.
8. Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system.
9. Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed.
10. Provides security for medical staff during distribution of medicine and physical examinations.

11. Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies.
12. Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges.
13. Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.
14. Supervises meal delivery and tray return; ensures inmates with special menus received correct tray; notes inmates refusing meals.
15. Ensures inmates with required court appearances are scheduled for transport.
16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; ability to write simple correspondence. ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- 21 years of age.
- Jail Minimum Standards within 9 months from the date of hire.
- No felony convictions.
- Arkansas Driver's License (or ability to immediately obtain license).
- Must be able to pass a physical fitness test semi-annually
- Must be a U.S. citizen and be able to provide proof

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds; regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies. The incumbent may be exposed to contagious and infectious diseases such as HIV virus, Hepatitis A, B and C and Tuberculosis.

This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

**Sebastian County 2020
Juv Det Officer 0415/0452
Job Description**

Job Code: 27201+
Exempt: No
Department: Juvenile Detention Center
Reports To: Sgt/Juv Detention Deputy Supervisor
Location: Not indicated.
Date Prepared: April 30, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Sgt/Juv Detention Deputy Supervisor. And provides supervision and counseling to juvenile offenders while they are in the Juvenile Detention facility. This position governed by County procedures and the Arkansas Criminal and Juvenile Codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides continuous supervision, care and discipline of juvenile offenders; ensures the safety and security of all juveniles and employees.
2. Determines when disciplinary actions is necessary and determines appropriate measure for disciplining offenders within a set of guidelines.
3. Prepares intake documents, searches and orients juveniles into the Juvenile Detention Center.
4. Provides housekeeping services in order to maintain the upkeep of the facility and proper care of the juvenile offenders.
5. Conducts room searches and strip searches in accordance with applicable laws, seeks proper medical attention for juveniles when necessary.
6. Prepares and types paperwork for the detention and release of juvenile offenders.
7. Transports to and from school to ensure proper education.
8. Provides transportation and access to medical and dental care.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Reserve School, Juvenile Detention Standards Course, First Aid, Handling disabled persons.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Weapon qualifications for transporting, Supervisor School, Handling difficult inmates.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Six months to one year experience in basic counseling and therapy skills necessary. Related experience with delinquent juveniles. On call 24/7.

Exposure to potential physical harm. Incumbent must maintain order, safety and provide a positive influence in the development of juveniles.

WORKING RELATIONSHIPS:

The Juvenile Detention Deputy works together and with the Administrator daily. This position is in constant contact with juveniles being detained in the Center, law enforcement officers, parents and attorneys.

WHITE COUNTY

POSITION: DETENTION OFFICER This position is open to County Employees & the General Public. This position is designated as a safety sensitive position pursuant to Arkansas Act 593.

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for providing security in the detention of inmates within the Pulaski County Regional Detention Facility ensuring compliance with federal, state and local statutes, ordinances, and regulations.

EXAMPLES OF WORK: - Conducts daily inspection and maintenance of housing units and facility to ensure proper security. - Performs security and direct supervision duties within inmate housing units to maintain custody and control the activities of inmates; remains constantly alert for prisoner disruptions such as escape planning, fighting, thefts, suicide attempts, and other prohibited activity. - Maintains a complete and accurate count of all inmates and their locations within the facility; conducts updated count of inmates and unit checks periodically throughout shift. - Orients inmates to housing units ensuring all inmates understand facility rules. - Maintains schedules for inmates allowing exercise times, meals, showering, class attendance, medical visits, unit cleaning, laundry exchange, mail delivery, and visitation at appropriate times; documents inmates' activities and movements within the facility. - Conducts surveillance, unit searches and shakedown to locate and confiscate any fabricated weapons and contraband; inspects and inventories all cleaning products, tools, equipment, bedding, clothing, and medical equipment. - Prepares written incident reports documenting rule violations, offenses, or unusual events; testifies at disciplinary hearings and in court as needed. - Completes daily and weekly jail reports, inmate activity reports, incident reports, court lists, and correspondence with the courts; inputs information into computer system. - Responds to emergencies such as fights, hostage incidents, riots, and incidents involving aggressive and combative inmates; uses force in restraining inmates as needed. - Provides security for medical staff during distribution of medicine and physical examinations. - Receives and searches incoming inmates; reviews admission forms for completeness and accuracy before booking inmates; completes paperwork for admittance and enters inmate information into computer; fingerprints and photographs inmates; transmits fingerprints to other law enforcement agencies. - Performs required screenings, collection and inventory of property; ensures inmates are showered, dressed in issued clothing, and given unit supplies and identification badges. - Transports inmates to appropriate areas in facility such as medical clinic, classes, library, and barbershop; maintains security at all times and ensures departmental rules and regulations are enforced. - Monitors facility operation within the central control room by the operation of technical equipment such as cameras, door lock controls, etc.

WORKING CONDITIONS: Work is performed primarily within a controlled detention environment. Constant supervision and surveillance is necessary to avoid dangerous confrontations and ensure personal safety. Duties may involve occasional restraint of hostile or combative detainees. Transportation of inmates to other facilities is required. Work is performed on a variable shift basis. Overtime may be required.

MINIMUM QUALIFICATIONS: Completion of high school or GED equivalency.

ADDITIONAL REQUIREMENTS: - Jail Minimum Standards within one year from the date of hire. - No felony convictions. - 18 years of age. - Arkansas Driver's License (or ability to immediately obtain license). - Must obtain and maintain CPR Certification. - Must be a U.S. citizen and be able to provide proof when requested by the Sheriff's Department. - Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check, sexual offender check, child maltreatment check, adult maltreatment check and drug test by appropriate licensed agencies.



Juvenile Director

Job Description

Exempt: No

Department: Sheriff

Reports To: Captain

Location: Not indicated Unit 2

GENERAL DESCRIPTION OF POSITION

The Juvenile Director is responsible for the efficient and effective operation of the Juvenile division. Manages and provides direction to the staff coordinates and directs job activities of all staff to ensure adherence to Arkansas Juvenile Standards, Policies/Procedures, goals and expectations. The Director is responsible for the Juvenile Division budget, compliance with grant requirements, developing/monitoring policies and procedures, and monitoring of residents. The incumbent is responsible for the development of services, quality of services, and types of services provided. This position is responsible for promoting youth and staff quality of life in all facets of assigned operational and programmatic activities as well as provide for the safety, security and well-being of employees, residents and visitors within the secure facility.

The incumbent is responsible for exercising an in-depth knowledge of Juvenile law supervision and administration. The incumbent relies on past experience and training to supervise personnel and Juvenile residents in the Detention facility. Prepare special reports and give community presentations. This position must meet all commission standards and training requirements.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors work schedules of all subordinate staff; employee evaluation; initiates corrective actions (where necessary) proportionate to non-compliance and/or performance issues and mediate disputes that promote reconciliation, professional growth and development.
2. Assist in direct supervision on the housing units and other program areas, including youth escort and movement.
3. Participates in management meetings to promote accountability of required conditions of confinement youth scheduling, record keeping/documentation, pod/room inspections, fire drills, etc.
4. Provides critical analysis of unit activities related to incidents, youth rule violation, youth grievances, and use of behavior management continuum, etc. and to identify trends and characteristics and to make adjustments where appropriate.
5. Maintain/Oversee equipment/inventory and premises, and make arrangements for necessary repairs.
6. Assist in budget preparation, jail planning, writing jail policies and procedures.
7. Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.
8. Receive advanced training in the areas of Juvenile Law, and Juvenile Detention operations.
9. Respond to requests from other agencies.
10. Develop and revise policies and procedures, monitor current policies and procedures for staff compliance and ensure that the facility is operated in an appropriate manner regarding the rules and regulations of state and federal agencies.
11. Leads by example and establishes an environment that promotes professionalism.
12. Keep current on County policies and procedures and federal and state laws to ensure that the County is in compliance at all times. Serve as advisor to staff by being available 24 hours per day, seven days per week through the use of a cell phone. Provide assistance to staff members and respond to emergency situations, as necessary.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Supervises 8 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Not indicated.

CRITICAL THINKING SKILLS

Not indicated.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work. In addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Not indicated.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause

inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards, Deputy II/Auxiliary Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear, *frequently* required to stand, walk, and *occasionally* required to reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-02-15 08:22:35 [1 - 1 - 202]

Job Description for Juvenile Director
Created by www.dshsrecruitings.com

Craighead County

Detention Center Assistant Jail Admin. (Juvenile)

Job Description

Job Code: 1000
Exempt: No
Department: Assistant Jail Administrator JUVENILE
Reports To: Assistant Jail Administrator
Location: Detention Center
Date Prepared: March 01, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Directly supervise the Juvenile Detention Center, and the Juvenile Officers in the day to day operations of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the yearly juvenile grant budget, while constantly seeking ways to run the facility more efficiently. This duty is performed annually, about 2% of the time.
2. Monitors and supervises improvement of the juvenile area, policy and procedures, and performances of the officers. This duty is performed annually, about 25% of the time.
3. Assists the Jail Administrator and Assistant Jail Administrator with administrative duties in the facility as a whole, including supervision of Officers, assisting in training of staff and Jailer's School, and supervising and updating officer training files. This duty is performed annually, about 25% of the time.
4. In charge of the facility as a whole in the absence of the Jail Administrator and the Assistant Jail Administrator. This duty is performed annually, about 25% of the time.
5. Performs other duties at the direction of the Jail Administrator. This duty is performed as needed, about 5% of the time.
6. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HS Diploma or Equivalent - Supervision experience - Juvenile Detention experience

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry, Payroll Systems

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical

work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
Position Description

JOB TITLE: Shift Commander - [T]

Exempt (Y/N): YES

DEPARTMENT: Detention Center

DATE PREPARED: March 5, 2013

SUPERVISOR: Security Director

Last Revised: August 2020

SUMMARY:

Under the supervision and direction of the Security Director, the Shift Commander is a supervisory and administrative position. The Shift Commander is responsible for the supervision of the Relief Commander, Detention Officers and inmates. The Shift Commander oversees the security, well-being, and the safety of staff and inmates housed in the Detention Center. The Shift Commander assists the Security Director in the management and control of the Detention Center. The Detention Center has over 100 staff members and houses more than 300 inmates. Future capacity will be over 500 inmates. The Shift Commander is a member of the Security Team and leader of the Shift Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

1. Performs duties for the Detention Center, including, but not limited to:
 - a. Leadership/Management
 - 1) Serves as acting Security Director in the absence of the Security Director.
 - 2) Supervises Relief Commanders (Sergeants), Area Supervisors (Corporals), and Detention Officers, and sees that all duties are carried out according to the County's Policies and the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
 - 3) Provides for the leadership, guidance, direction and control necessary for the operation of the Detention Center to maintain the safety and security of staff, inmates and the public.
 - 4) Makes security patrols throughout the Detention Center, including the direct supervision Housing Units no less than two (2) times per shift to verify that proper information and facts are shared, enhancing teamwork, and verifying the County and Detention Center policies and procedures are being followed.
 - 5) Supervises inmates to provide for a safe, secure and quiet environment.
 - 6) Makes recommendations for areas of improvements to the Security Director.
 - 7) Accurately transmits information received up and down the chain of command and presents information appropriately without distortion by personal biases while promoting meaningful communication by evaluating formal and informal lines of communication from staff to staff, staff to inmates, and staff to administration.
 - 8) Supervises and recommends selection, transfer, scheduling, and training of subordinates.
 - 9) Assists the Security Director in the development and application of goals, policy and procedures, post orders, forms, the Inmate Handbook, daily schedules and objectives of the Detention Center to see that the constitutional rights of all staff and inmates are met.
 - 10) In conjunction with the Relief Commander, provides periodic and continuing formal and informal evaluations of subordinate staff while providing advice, supervision, assistance and immediate response to staff to address questions related to the operation and organization of the Detention Center and inmate procedures and protocols.
 - 11) Participates on internal/external committees/task forces as assigned or necessary.

- 12) Provides leadership by example.
- 13) Creates and maintains a mentoring environment for staff to develop.
- 14) Prepares and presents briefing and assigns directives to subordinate staff.
- 15) Conducts investigations into allegations of misconduct made by citizens, inmates or received from other sources. When necessary recommends and initiates staff discipline following policy and procedures.
- 16) Continuously audits operations of the unit and staff members to determine compliance with department directives and initiate corrective actions where necessary to insure the Direct Supervision philosophy.
- 17) Provides a positive example of subordinates in compliance with the mission statement, vision statement, organizational values and department directives.

b. Human Resources

- 1) Prepares for and conducts Shift Briefings.
- 2) Manages shift staff which includes verifying proper staffing, reviewing post assignments, reviewing staff overtime, assigning shift and daily duties, adhering to policy and procedures, and delegating special tasks.
- 3) Approves duty roster, vacations and leaves, and training schedules in coordination with the Security Director.
- 4) Justifies and controls overtime, reviews payroll sheets and submits to clerical staff for input.
- 5) Provides on-the-job training to all deputies, especially inexperienced or recently promoted deputies, in various duties of the post to verify the safe and orderly operation of the Detention Center.
- 6) Continually evaluates subordinate staff to determine their effectiveness in meeting requirements and providing services.
- 7) Reviews actions taken by immediate subordinates to confirm compliance with technical, managerial, and administrative requirements.
- 8) Conducts regular performance evaluations.
- 9) Notifies the Security Director when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Makes recommendations regarding disciplinary matters involving staff.
- 10) Assists the Security Director in making decisions on disciplinary matters involving staff.
- 11) Participates in the recruitment and selection of new employees at the request of the Security Director.
- 12) Develops and implements shift staff schedules.
- 13) Initiates and implements staff discipline following policy and procedures.

c. Financial Management

- 1) Assists the Security Director in overseeing the expenditures throughout the Detention Center.
- 2) Sees that funds are collected and properly receipted. This includes time pay fines, cash bonds, and cash forfeitures.
- 3) Collects and receipts for money received for bonds, fines and fees, and completes accurate records.
- 4) Assists the Security Director in determining if the Detention Center is adequately equipped with the needed equipment, supplies and furnishings and makes recommendations for purchases, as needed.

d. Correctional Management

- 1) Oversees the general operation of the Detention Center during a shift.
- 2) Supervises subordinate staff and assumes their duties as needed. Duties include, but are not limited to: transport of inmates, supervising inmates, booking/release procedures, evaluation of current and new inmates, classification assignments, searches and shakedowns, and administering medication.
- 3) Reviews, evaluates, and makes recommendations relative to inmate complaints, grievances, and medical requests.
- 4) Oversees the rights of inmates.
- 5) Enforces inmate accountability.
- 6) Assists the Security Director or personally hears and acts on appeals of disciplinary action involving inmates according to the Inmate Handbook.
- 7) Provides that all inmates are transported to appear in court on proper dates and correct times.
- 8) Maintains and inspects the Detention Center to see that it is in good clean order, in good repair, well aired, and provides for the safety of staff and inmates.
- 9) Makes certain perpetual audits are performed and initiates corrective action.
- 10) Oversees the maintenance of alarms, fire sprinkler systems, electrical lighting system, emergency generator (and fuel supply), heating and cooling system, elevator, snow removal, overall cosmetic appearance and structure maintenance.
- 11) Oversees inmate services, supplies, food and medical and mental health are provided to inmates.
- 12) Maintains proper docket of all inmates admitted to custody in the facility.
- 13) Develops reports to accurately record unusual incidents, disciplinary actions and adheres to Federal, State, County and City laws and ordinances.
- 14) Provides transport services for medical appointments for inmates.
- 15) Accurately operates the Detention Center's Jail Management System, Guardian RFID, and develops reports as requested or required by Standards.
- 16) Inspects the Post Log and Inmate Logs on a daily basis and takes corrective action as needed.
- 17) Intervenes in crisis or stressful situations calmly, quickly, and decisively.
- 18) Coordinates activities with other departments as needed.
- 19) Reviews all paperwork related to inmate services for accuracy, completion and up-to-date information, including: detainers/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys. Sees that booking documentation is completed and identifies appropriate release dates. Authorized to issue inmate "good-time" within limits set by Judge.
- 20) Reviews inmate screening forms to appropriately classify for cell assignment. Reviews, evaluates and takes appropriate action to change cell placement when necessary. Alert staff, mental health and medical staff of inmate concerns at classification time. Follow-up with court and pre-trial release agency as needed, concerning inmate classification.
- 21) Releases and transfers inmates to other jurisdictions in a timely manner.
- 22) Coordinates weekly meetings with mental and medical officials to exchange information related to inmate health concerns. Assist mental health worker in court committing inmates to be transferred to area psychic units for evaluation.
- 23) Coordinates Social Security Income Capture process. Records, reviews and verifies inmate information with Social Security Administration and other jurisdictions.
- 24) Administers and oversees the Electronic Monitoring Program. Make revisions and amendments to program as necessary.

- 25) Monitors the shift's volunteer program. Assists in recruiting and directing volunteers for programs in the Detention Center.

c. Criminal Justice System Community

- 1) Maintains contact with the general public, court officials, and other criminal justice officials in the performance of operating activities.
- 2) Acts as a liaison between inmates, the public, and area agencies.
- 3) Maintains professionalism by exercising tact, diplomacy and courtesy at all times.
- 4) Conducts tours of the Detention Center.
- 5) Positively represents the Detention Center to the community, service groups, agencies, education systems as well as other groups to promote public awareness and the functions of the Detention Center.
- 6) Receives, reviews and refers citizen complaints to appropriate command staff.

SUPERVISORY RESPONSIBILITIES:

1. Directly and indirectly supervises the Relief Commander, Area Supervisor and Detention Officers.
2. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsible for the management and control of the Detention Center by overseeing the visual and audible supervision of inmates.
5. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Exudes the ability to successfully operate the largest Garland County building with one of the largest functional budgets. With a building this predominate in the community, the Detention Center is likely to come under tremendous public scrutiny and the incumbent must have the qualities to respond in a positive and responsive manner.
2. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
3. May be required to take and pass a placement test prior to employment.
4. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
5. Ability to pass a physical examination at the time of employment.
6. Willingness to submit to and pass urinalysis.

7. Agreement to maintain a drug-free and tobacco-free workplace.
8. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
9. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
10. Possession of reliable and legal transportation and maintenance of a valid driver's license and liability insurance.
11. Willingness to maintain own mobile telephone.
12. Willingness to work irregular hours.
13. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
14. Memory, reasoning and using judgment and problem-solving skills are attributes of the incumbent.
15. Highly stable character with proven ability to maintain strict standards of behavior.
16. Is a positive role model that promotes respect for diverse staff.
17. Fluent in English.

EDUCATION and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. Associate of Arts degree or the equivalent college work.
2. The incumbent must possess supervisory skills and a minimum of three (3) years previous managerial experience in an adult detention facility or institution, preferably in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy (114 hour training course) or similar program.
4. Completion of, or ability to complete, Street Survival Course (35 hours) and Jail Management course unique to Arkansas or similar courses.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Willingness to pursue certification standards.
8. Certified or the ability to become certified in any other weapons or equipment that is used such as: ASP, OC Spray, handcuffs and intoxilyzer.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Shift Supervisor.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devices, mace qualifications, Intoxilyzer class for administering Alcohol Testing, and self-defense training.
4. Knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Board.
5. Display a functional understanding of computers, typing skills, control panels, accurately enter statistical information and use of general office machines.
6. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
7. Show a broad understanding in the field of criminology and corrections.
8. Knowledge of the dynamics of human behavior.
9. Provide motivation for staff to want to learn, and develop.
10. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
11. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time-sensitive tasks with speed and accuracy.
12. Demonstrate excellent organizational skills.
13. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
14. Provide good interpersonal and communication skills, both verbal and written.
15. Demonstrate analytical skills and can perform basic mathematical functions.
16. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.
17. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the ACA Core Jail Standards, the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails and Community Confinement Facilities, the ACA Adult Community Residential Services and Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Thorough knowledge of relevant Federal, State, County and City laws and ordinances, including the Arkansas Jail Standards.
3. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
4. Excellent working knowledge of correction and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
5. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
6. Aware of new and emerging technologies and their possible use in the Detention Center.
7. Direct Supervision and Interpersonal Personal Communication Skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.
3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.

10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.
3. The incumbent may be exposed to contagious and infectious diseases, such as HIV, Hepatitis A, B and C and tuberculosis.
4. This position also involves shift work including weekends, holidays, and overtime as needed.



Adult Detention Lieutenant Job Description

Job Title:	<i>Adult Detention Lieutenant</i>
Reports To:	<i>Chief of Security – Captain</i>

Job Summary:

The Adult Detention Lieutenant works such hours and assignments as directed by the Sheriff, Chief Deputy, Major, or Captain. The Lieutenant is responsible to plan, organize, implement, assigned operations and programs. The Lieutenant shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented. The Lieutenant shall make independent decisions or recommendations in the hiring, promotion, transfer, discipline or discharge of department employees in accordance with Employee Handbook, Policy and Procedures, Jefferson County, and Arkansas Statutes.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following and others as may be assigned:

- Provides supervision of assigned programs and personnel on daily basis. Monitor and evaluate programs for improvements, coordinating and integrating new procedures as needed.
- Manage and evaluate staff, develop job descriptions, objectives and conducts employee performance evaluations.
- Receives the complaints and notification of employee grievances of the assigned employees and uses independent judgement in making recommendations to effectively address the complaints and grievances.
- Ensures that all assigned personnel are competent to carry out their assigned duties and to relieve from duty any employee considered incompetent.
- Ensure that all assigned staff meet Federal, State, and County training requirements. Attends professional seminars and training programs to keep current on issues affecting agency operations.
- Administers and supervises programs as directed. Review, prioritize, schedule, and assign employees as required to meet program goals.
- Meet with the Detention Administrator, Captain, first-line supervisors, and other management staff and employees to discuss programs, policies / procedures, rules, and changes that may affect the operation of the agency or facility.
- Maintains personal proficiency in the use of weapons, tactics, and enforcement tools or techniques. Takes proper enforcement actions for violations of the law.
- Communicates with appropriate agencies and personnel in regard to facility operations.
- Through supervision of subordinate supervisors and staff ensures a safe and secure environment for detainees and employees.
- Inspects the physical and sanitary conditions of the facility.
- Tours the facility to ensure all operations are being performed properly.
- Ensures proper function of electronic and mechanical systems and devices in the plants such as surveillance equipment, electronic gates, locks, telephones, and control systems.
- Oversees and conducts roll call and count for detainees.



Adult Detention Lieutenant Job Description

- Enforces periodic search and seizure of contraband.
- Monitors activities of detainees and detention staff, education and social service professionals working in the facility to ensure the provision of adequate security services.
- Intervenes in any serious situation and deploys and directs detention staff to quell disturbances when necessary.
- Assumes full responsibility for the facility in the absence of superiors during an assigned shift, holiday, and/or weekend duty coverage.
- Intake and placement assignment. Participates in the classification of newly arrived detainees, directs search and seizure of monies, valuables, and other materials from newly arrived detainees; determines cells or dormitories to be assigned to detainees based on their crimes, mental or physical conditions, and associates or adversaries.
- Investigates suspicious conditions and complaints.
- Maintains order in the safe operation of the facility.
- Answers complaints, investigates, and takes necessary corrective action.
- Operates assigned vehicles as required and performs minor maintenance such as adding fuel, oil, and checking tire pressure.
- Attends and testifies in court as required.
- Upholds all principles of the Code of Ethics, policy, and professional standards.
- Performs other related work as required and other duties as assigned.

Special Knowledge, Skills, Abilities, or Education

- Knowledge of Federal, State, and County polices, ordinances, and detention standards, including rules and regulations.
- Knowledge of modern detention methods.
- Ability to physically and mentally react in a variety of emergency situations.
- Good social and general intelligence with the ability to communicate effectively both orally and in writing.

Essential Job Functions:

- Subdues combatant detainees, forcibly if necessary, using handcuffs and other restraints; subdues detainees using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
- Prepares reports using appropriate grammar, symbols, and mathematical computations.
- May be required to walk, run, stand, stoop, crawl, or sit for prolonged periods of time; lift heavy objects or people; overcome the resistance of a suspect.
- Must be able to perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations; may be required to work with hazardous or flammable materials, controlled substances.
- Must be physically able to perform all required duties; work any shift or extra assignment that is required; think and act properly in emergency situations while using common sense and proper professional training.
- Must be knowledgeable of the proper procedures and policies for the sheriff's office.

Qualifications:

- Must be a citizen of the United States and resident of Jefferson County, Arkansas.



Adult Detention Lieutenant Job Description


- Must possess a valid Arkansas Driver's License.
- Must be at least 18 years of age on date of hire.
- Must be a high school graduate or have successfully passed the General Education Development test indicating high school graduation level. Home school diplomas will not substitute for the above unless approved by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- Must be free of felony record and this will be evidenced by not having entered a plea of guilty, nolo contendere, or having been convicted, pardoned, or otherwise relieved by a state or federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- Must be able to pass a thorough background investigation and administrative review.
- Must pass a medical examination by a licensed physician to include a drug screen.
- Must pass a psychological examination.
- Must be able to complete a Commission on Law Enforcement Standards and Training (CLEST) approved Basic Jailer training course within nine (9) months of initial employment and must maintain a minimum of sixteen (16) hours of continuing education per year.

Working Conditions:

- This is a Safety-Sensitive Job.
- The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Jefferson County Sheriff's Office is an Equal Opportunity Employer.

Job Type: Full-Time (Safety Sensitive)

Salary: \$49,608.00

Approved By:	Sheriff Lafayette Woods, Jr. 
Date Approved:	10/29/2021
Reviewed on:	10/29/2021

**Sebastian County 2020
Juvenile Detention Asst Administrator 0415
Job Description**

Job Code: 26601
Exempt: Yes
Department: Juvenile Detention Center
Reports To: Division Commander, Juvenile Detention Administrator/Captain
Location: Not indicated.
Date Prepared: April 30, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for monitoring the daily operations of the Juvenile Detention Center. This position is governed by Juvenile laws, State jail regulations, Federal court decisions, departmental and County policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors the security and condition of the Juvenile Detention Center in compliance with Standard operating procedures. Assigns, supervises the activities of the Shift Supervisors and Juvenile Detention Deputies as needed.
2. Oversees, monitors and answers grievance procedures as established by Federal Court.
3. Distribute funds to all debtors and handles all daily accounts dealing with invoices.
4. Maintains and controls reports to DYS and scheduling transports of inmates sentenced to DYS.
5. Oversees and monitors teachers for education classroom.
6. Oversees and monitors proper staffing and operations of Juvenile Detention Laundry.
7. Reports daily to the Juvenile Detention Administrator and receives instructions or advice on how to deal with various situations.
8. Schedules adequate personnel for jail operations to ensure compliance with jail standards and the completion of tasks and trips can be accomplished safely and securely.
9. Oversees and monitors inmate phone systems.
10. Monitor, prepares answers and testifies in Federal Court for civil rights suits filed against the County.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Reserve School, First Aid, Supervisor School within first year.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Instructor, Full time certified

SOFTWARE SKILLS REQUIRED

Intermediate: Accounting, Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

Basic: 10-Key

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand, Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; continuously lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with three years Juvenile Detention management and operations experience. Completion of Arkansas Juvenile Detention Standards training course (40 hours). Annual firearms training and knowledge of Law Enforcement. Experience in jail operations, civil papers, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County Policies and federal and stated laws. Self defense and physical constraint procedures are also required.

OTHER SKILLS and ABILITIES:

The incumbent must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory, and be able to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of County, State and Federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. Must occasionally engage with combative inmates. The incumbent also should be able to operate a breathalyzer, calculator, PC computer, radio and typewriter. The incumbent is on call 24 hours per day, 7 days per week. Exposed to the threat of physical violence, verbal abuse, or injury.

WORKING RELATIONSHIPS:

Daily contact with the Juvenile Detention Administrator, Juvenile Detention Deputies, Patrol Deputies, Fort Smith Police, various other Law Enforcement agencies, Judges, attorney's, general public, suppliers, inmates and various other Law Enforcement Departments.



Medical Assistant

Job Description

Exempt: No

Department: Sheriff

Reports To: Sergeant Captain/Jack Administrator

Location: Unit 1 or Unit 2

GENERAL DESCRIPTION OF POSITION

Under minimal supervision by the Sergeant, the incumbent is responsible to providing assistance to the LPN and provide daily general medical care and treatment for This position requires a high level of accuracy and handles medicine and supplies on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with billing for inmate expenses through the County and ADC.
2. Sort medications for inmates. Keep detailed records of all medications distributed to detainees. Order medication that the doctor prescribes. Stock medication as needed.
3. Look through intake forms to ensure forms are filled out correctly in regards to known medical issues of detainees.

TJR

4. Assists with coordinating mental health screenings and make appropriate appointments for detainees.
5. Record physical findings. Record vitals in computer log.
6. As instructed by the Detention Center physician, contact hospitals, treatment centers, etc., to arrange for the detainees to visit a particular physician for treatment.
7. Follow directions of physicians who see detainees as patients.
8. Observe patients and report any adverse reactions to medication or treatment to medical personnel in charge.
9. Monitor daily activities of the detainees pertaining to their physical and mental well-being.
10. Ensure that all assigned duties are performed efficiently.
11. Responsible for one of the areas within the Sheriff's Office which has the potential for the greatest liability, medical treatment and care. Assists with keeping a physical medical file on all detainees, keeping all information current during the detainee's custody and ensuring the file is forwarded to appropriate personnel upon the detainee's release.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Supervises 0 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed, Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of

action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to use hands to finger, handle, or feel, talk or hear; *frequently* required to stand, walk, and *occasionally* required to sit, reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The incumbent must be able to communicate effectively with the detainees, staff, and hospital personnel, often under adverse conditions. The medical assistant has frequent contacts with the doctors, hospital person, etc., via telephone.

Must not have a felony conviction of any kind, and before selection into this position, must be able to withstand a complete background investigation.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 09:09:44 (11-1-2021)

Job Description for Medical Assistant
Created by www.jobdescriptions.com

PULASKI COUNTY

Grade C108

POSITION TITLE: Inmate Finance Clerk II
DEPARTMENT/DIVISION: Sheriff – Detention
REPORTS TO: Accounting Supervisor (Inmate Accounts)
FLSA STATUS: Non-Exempt

This position is not safety sensitive and is not subject to random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

JOB SUMMARY: Responsible for receipting inmate funds and maintenance of inmate account records; provides assistance with cash journal maintenance and distribution of inmate funds..

ESSENTIAL JOB FUNCTIONS:

1. Creates new account records within computer for incoming inmates.
2. Picks up money for inmate deposits from Visitation and the mail room; distributes receipts.
3. Receives money from inmates and public for inmate accounts; verifies amount and inmate identification; issues receipts.
4. Posts account deposits into computer records.
5. Prepares daily bank deposit for detainee funds to be placed in detainee fund account; ensures deposits are taken to bank.
6. Receives money paid for bonds; verifies and deposits cash and issues check for Deputy to take to court.
7. Receives commissary, barber, medical, and telephone card inmate requests from each jail pod; verifies sufficient funding for requests prior to approval.
8. Receives receipts for goods and services delivered from pod Officer; verifies charge totals; deletes charges from appropriate account.

9. Compiles totals owed for goods and services; balances with service provider bills.
10. Balances cash received daily with computer totals.
11. Maintains cash receipt and disbursement journal for inmate account fund.
12. Secures cash and balanced reports in safe at the end of shift.
13. Prints morning and afternoon reports of inmates' balances; forwards to Central Control Officer.
14. Releases account funds for outgoing inmates after verification that no charges are outstanding; prepares checks for release of funds.
15. Responds to questions and written correspondence regarding inmate accounts.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

PERSONNEL SUPERVISED: None.

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment. Movement within the Detention Facility is required.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Considerable knowledge of bookkeeping principles and practices.

Good knowledge of departmental policy and procedure, County ordinance, and applicable federal and state statutes governing the maintenance and disbursement of detainee funds.

Good knowledge of office practices, procedures, equipment, and terminology.

Ability to make mathematical computations quickly and accurately.

Ability to maintain detailed accurate financial records.

Ability to count large sums of money.

Ability to maintain the security of funds.

Ability to establish and maintain an effective working relationship with the detention facility staff, service providers, and the general public.

Skill in the operation of a computer.

Skill in the operation of a calculator.

PHYSICAL REQUIREMENTS:

Digital dexterity necessary for keyboard and calculator operation.

Visual acuity necessary for use of a computer screen and to count money.

Ability to communicate effectively, both in person and by telephone.

Ability to travel to other areas of the detention facility to collect inmate funds.

EDUCATION AND EXPERIENCE:

Completion of high school including advanced training in bookkeeping or business recordkeeping; some experience with bookkeeping, computerized accounting records, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Employment is contingent upon satisfactory completion of a background investigation.

Must be able to become bonded.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves:	YES	NO
lifting, pushing, pulling or carrying 40 pounds or more		X
the operation of earth-moving equipment or commercial motor vehicles		X
The operation of non-commercial motor vehicles	X	
The operation of tools such as axes, shovels, sling blades		X
The operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractors		X
Balancing, bending, climbing, stooping, twisting, or reaching out in unusual positions		X
Sitting for long periods of time	X	
Running, standing, or walking over a long period of time		X
Working above ground or floor level, such as on stools or ladders		X

Working in a relatively high average degree of temperature over a long period of time		X
Considerable physical exertion of the whole body over a long period of time		X
Exposure to hazardous conditions		X
Requires near vision (20 inches or less)	X	
Requires distance vision (20 feet or more)		X
Detection of color differences		X
Determination of the correct location of a sound, such as footsteps		X
Hearing and understanding conversation or sounds	X	
Speaking/talking	X	

Created: jnk 5/20/21

Reviewed:



Patrol Commander Lieutenant

Job Description

Exempt: No
Safety Sensitive: Yes
Department: Patrol
Reports To: Chief Deputy
Location: ~~Not indicated~~ Unit 1
Grade: Sheriff

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for the supervision and direction of the Patrol Division of the Faulkner County Sheriff's Office. Supervises and directs Corporals, Sergeants, and Patrol Deputies. Schedules, assigns required equipment, conducts investigations, and handles public communications. Ensures cost-effective scheduling of personnel to areas requiring services and maintains basic law enforcement services to the County. This position is responsible to perform job duties in an accurate manner in order to protect the health and safety of the citizens and visitors of the County. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. May be assigned to lead specialized units involving uniformed and/or non-uniformed personnel.

Acts as Administrative Commander when necessary. The Patrol Commander shall be a Senior Law Enforcement Officer who is under the general supervision of the Chief Deputy; and in this capacity, the Administrative Commander's primary responsibility is to command Civilian Support Staff, Dispatch, and other Deputies as assigned. The incumbent is responsible for maintaining several administrative records necessary by statutes and regulations. The incumbent may be asked to serve as the acting Chief Deputy in the absence

of the Department Commander. This position must meet all Commission on Law Enforcement Standards and Training requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises Sergeants, Corporals, Patrol Deputies, and Reserve Deputies. Oversees schedule of Patrol Deputies for shift operation. Organizes and appoints Deputies for off-duty security work when needed.
2. Conducts interviews and completes the new hire process for all of the Patrol Division. Conducts and participates in interviews for Deputies, Corporals, Sergeants, Dispatchers, and Civilian positions.
3. Conducts inspections, and writes and conducts effective and meaningful performance evaluations of assigned employees. Issues employee warnings, reprimands, and suspension when necessary.
4. Investigates all complaints against officers and completes any necessary paperwork.
5. Acts as Incident Command on high-risk or major scenes. Performs as Crisis Negotiation Team Leader.
6. Patrols all areas of the County, investigates/reports motor vehicle accidents, and assists other agencies investigating accidents and other violations of the traffic law.
7. Answers complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-bys, property disputes, locate missing persons, assist motorists, and answer any other matters requiring police assistance. Understands the whole process for serving civil papers. Answers complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal acts as the situation requires, and perform arrests and other associated procedures.
8. Fills out reports and files, interviews suspects and witnesses when necessary and appears in court. Be able to take case from start to finish. Serves civil papers and warrants.
9. Maintains documentation and conducts or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle. Maintains and updates inventory as necessary. Responsible for purchasing of equipment needed for vehicles and duty gear.
10. Speaks to local groups on law enforcement; participates in manhunts, witness protection, fingerprint children at schools, and other duties as directed.

11. Monitors maintenance of equipment and premises, and makes arrangements for necessary repairs.
12. Ensures all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and accurate information is provided to any office contact. Upon arrest, ensures the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
13. Receives advanced training in the areas of law enforcement, drug identification, court system, warrants, and jail operations. Receives advanced training in the use of self-defense and physical constraint procedures.
14. Keeps current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
15. Knowledgeable in all civil papers and affidavits to include reading, explanation, service, and follow up.
16. Acts as full-time training officer. Trains all new hire deputies. Schedules, creates, obtains, or instructs all in-house training for all deputies. Facilitates all training for certified Patrol Deputies and CID Investigators. Conducts individual training to deputies as the need arises.
17. Maintains documentation for case files, firearm records, standards files, training files, drug and alcohol testing, and any other records necessary. Verifies Patrol Deputy case files for accuracy and completion.
18. Supervises Civil Deputy, Administrative Supervisor, and Administrative Deputy.
19. Administers monthly random drug and alcohol list, and oversees the drug and alcohol tests in accordance with regulations.
20. Identifies and corrects NIBRS information and adequate usage for reporting to ACIC.
21. Researches, obtains, and disseminates current NIBRS updates and changes to Deputies. Disseminates legal updates and reminders to Deputies.
22. Gathers documentation for Freedom of Information Act requests as needed.
23. Manages and oversees records retention: reviews, approves, rejects, and corrects all incident and crash reports.

24. Collects and forwards all incident reports to ABC, and maintains communication for follow-ups and undercover investigations in Faulkner County.
25. Assists in verifying or correcting ACIC entries for Dispatch. Assists in verifying or correcting NIBRS entries for Records division and ACIC.
26. Receives advanced training in the areas of law enforcement management, supervision, risk management, criminal law, civil law and agency management. Continued and updated training on court's system, warrants, civil process management, PSAP management, and training requirements.
27. Manages and oversees Faulkner County policies and procedures and federal and state laws to ensure compliance at all times.
28. As Field Training Officer Coordinator, administers and manages FTO program, rules, regulations, and procedures. Maintains all records, certificates, evaluations for program. Approves releases on remediation training.
29. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc.; equivalent of four years in high school, trade extension, or correspondence school specialized training, equal to two years of college, plus five years related experience and/or training, and three years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Departments supervised by this position include Patrol Division . Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified law enforcement officer, Advanced certificate, Instructor certificate, FTO certified

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Other

Basic: Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to use hands to finger, handle, or feel, talk or hear; and *frequently* required to stand, walk, sit; *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to outdoor weather conditions; and

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and operate the AFIS (Automated Fingerprint Identification System) and must be licensed to operate the State ACIC (Crime Information Center) and the NCIC (National Crime Information Center) systems.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation.

The person in this position must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgement; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man caused disasters. The incumbent also should be able to effectively operate a calculator, computer.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2021-07-29 11:1-2021

Job Description for Patrol Commander Lieutenant
Created by www.dbdescriptions.com

Craighead County

Sheriff Lieutenant

Job Description

Job Code: 1000
Exempt: Yes
Department: Lieutenant Deputy Sheriff
Reports To: Assistant Chief Deputy
Location: Sheriff's Office
Date Prepared: February 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

A Lieutenant is to oversee a particular department to which he/she is assigned and reports to the divisional Captain. The Lieutenant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. A Lieutenant is to oversee a particular department to which he/she is assigned and reports to the divisional Captain. This duty is performed daily, about 50% of the time.
2. The Lieutenant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed. This duty is performed daily, about 40% of the time.
3. The Lieutenant is responsible for the review of all time sheets submitted by staff in their division. The Lieutenant is also responsible for approving all requests by a Deputy for time off (vacation/comp/personal). This duty is performed monthly, about 10% of the time.
4. The Lieutenant of the division is to report any employee related issue to the division Captain as soon as possible. This duty is performed as needed, about 10% of the time.
5. The Lieutenant is to report any citizen complaint immediately to the divisional Captain. This duty is performed as needed, about 10% of the time.
6. The Lieutenant is to review all work and performance by staff to ensure that the most efficient method is being exercised. This duty is performed as needed, about 10% of the time.
7. The Lieutenant must adhere to the job duties and qualifications as any staff member under his/her command. This duty is performed as needed, about 10% of the time.
8. The Lieutenant will assist and notify the Captain of any divisional issues and a course of corrective action. This duty is performed as needed, about 10% of the time.
9. The division Lieutenant will keep the Captain informed in the event a directive needs to be altered or request any changes. This duty is performed as needed, about 10% of the time.
10. The division Lieutenant will request when needed, any equipment or purchase from the Captain for his/her shift. This duty is performed as needed, about 10% of the time.
11. The Lieutenant of a shift is a direct line supervisor in the patrol division and will oversee patrols within the county and strictly enforce patrol areas. This duty is performed as needed, about 20% of the time.

12. The Lieutenant must make sure that all arrests/contacts are logged and submitted. This duty is performed daily, about 10% of the time.

13. The Lieutenant must oversee and ensure that body cameras are used when applicable and deputies adhere to policy/procedure and the proper download/documentation prior to the end of shift. This duty is performed daily, about 10% of the time.

14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner,

and/or sequence of performance of own work. In addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: ENFORCEMENT LIEUTENANT

Exempt (Y/N): Yes 2018
DATE PREPARED: October 1996
August 2004, September 2011, May 2019

DEPARTMENT: Sheriff
SUPERVISOR: Captain

Summary:

Under the general direction of an Enforcement Captain, the Enforcement Lieutenant performs administrative, managerial, and professional law enforcement duties related to criminal investigations, patrol, traffic control, dispatch and civil processing. Plans, directs and coordinates the daily operations of the CID/Patrol division. The Lieutenant must ensure that all duties are performed according to county policy and procedures and in accordance with Federal and State laws. Occasionally, this person will be required to supervise the apprehension or retrieval of victims of crimes or disasters of any nature that might be within this jurisdiction. This person must have the mental stability, physical ability, and knowledge to effectively carry out the orders of a court or make a decision based upon previous experiences concerning a felony or other crime committed. Work involves an element of personal danger and the incumbent must be able to act without supervision or direction, relying on training and experience, plus exercise independent judgment in meeting all emergencies. This deputy has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. The deputy is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis. Anthrax and terrorism are now also added to this list.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- I. Consult and plan with administration for departmental activities, work priorities, and personnel needs.
- II. Manages the day-to-day operations of the CID/Patrol division; participates in the overall management of the department by proposing policy changes and implementing the same upon approval.; provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures; prepares periodic reports as needed to apprise department management of various conditions and results; performs internal investigations and determination of corrective actions upon assignment.

3. Monitors CID/Patrol shift schedules; acts as a liaison between enforcement sergeants, dispatchers and administration; maintains records; evaluates subordinate performance; may be assigned to a special function other than CID/Patrol, i.e., administrative or court services; may participate in directing search and rescue; conduct and/or supervise staff in performing extensive manhunts for wanted persons.
4. Assists in development of staff law enforcement skills; implements training programs and monitors staff progress; assists in maintaining departmental records showing training and certification achievements & activity; appraises staff of available training opportunities; coordinates training functions with the training division.
5. Develops strategic plans related to prevention and investigation of crimes; protection of life and property, care and custody of prisoners, and communications.
6. Monitors performance of division personnel; assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee retention and advancement, discipline and discharge; reviews grievances and serves on the board for resolution in the grievance process.
7. Responds to calls for service, i.e., domestic disputes, crime in progress, etc.; investigates drug and alcohol offenses; investigates drug related crimes; makes arrests for possession of illegal substances; investigates burglaries of homes and vehicles; takes reports of rape and child abuse incidents, conducts interviews; patrols and monitors roadways to observe traffic for violations of traffic laws and local ordinances; issues citations; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; executes official documents of the court serving arrest warrants subpoenas, etc.
8. Reports to accident scenes and aids injured persons, control traffic in the area; investigates cause of accident, takes photos, collects evidence, and prepares reports on details after determining responsibility for accidents.
9. Prepares reports on criminal activities; reviews reports and daily logs of deputies; keeps time sheet records; prepares shift memos.
10. Performs class room instructions in law enforcement techniques and practices; advises neighborhood watch groups regarding processes and procedures.

11. Coordinates personnel and resources with other agencies, i.e. Hot Springs Police Dept, National Park Service, Arkansas State Police, Arkansas Game & Fish, State Parks, Corp of Engineers, Forest Service, and other municipalities within Garland County when necessary.
12. Oversees the Field Training Program and monitors reports and the progression of the trainees.
13. Attends court proceedings; offers testimony regarding various criminal and traffic cases; responds and appears at federal proceedings upon being subpoenaed; performs court security or assigns subordinates to security functions in special situations; perform collection technician function for chain of custody evidence.
14. Performs any other related duties as required.

SUPERVISORY RESPONSIBILITIES:

Supervises up to 24 full time employees and at times the entire Sheriff's Department as well as reserve officers when they are working. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

1. Required Knowledge, Skills, and Abilities:
Considerable knowledge of local, state, and federal laws; procedures and techniques of police work; arrest, search and seizure laws; booking procedures, court procedures; departmental operations and procedures; county geography. **Working knowledge** of English, grammar, and technical writing skills; basic investigation techniques and methods.
2. The lieutenant has extensive contact with the public, various agencies at all levels and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others under his/her supervision. Ability to communicate effectively with the public, various agencies and co-workers often under adverse conditions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, to train others in the apprehension and detention of felons, misdemeanants, and the insane, feeble, sick, etc.

3. Skill in the operation of motor vehicles at high speed and in dangerous situation; skill in the use of various firearms; communication equipment; computers and computer programs; non lethal weapons.
4. Ability to plan and organize the work of assigned personnel; interpret and apply the criminal code; react effectively in emergency and stress situations; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances with tact and impartiality; follow standard safety practices and procedures common to law enforcement work; communicate verbally, and in writing; establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.
5. Must be 21 years of age.
6. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
7. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
8. Be of good character as determined by a thorough background investigation.
9. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
10. Must be examined by a licensed physician and meet the physical requirements prescribed.
11. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
12. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.

13. Possess and maintain a valid Arkansas driver's license.
14. Working knowledge of the county.
15. The ability to observe situations and to report and record them clearly and accurately.
16. Be able to understand and follow oral and written instructions.
17. The ability to establish and maintain working relationships.
18. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

EDUCATION and/or EXPERIENCE:

High school diploma or General Education Degree (GED) and five (5) years related experience and/or training in law enforcement; jail standards, and civil process procedures; and Arkansas Law Enforcement Training Academy (ALET). The incumbent must be knowledgeable of state standards and state/federal court cases involving the litigation and lawful execution orders. Attendance in supervisory school is required. The deputy must complete quarterly weapons training and qualifications and be certified in any other equipment or weapons used such as; ASP, PR-24, Defensive Tactics, etc. Education is ongoing as laws and ordinances change quite frequently and certain certifications must be updated.

OTHER SKILLS and ABILITIES:

This person must have working knowledge of what is necessary to obtain proper care for persons detained or otherwise observed personally or by subordinates. Technical skills include typing, computer, Latent print identification, evidence collections skills, etc. The incumbent must have the ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, or the general public. He is responsible for funds and/or property up to \$100,000. This officer must maintain a professional attitude even in the most unpleasant circumstances and must be able to communicate with other county officials, law enforcement agencies, judges, as well as spouses, parents, and children. He has extensive contact with fellow employees and the general public and must have a professional manner. This office has an occasional use of highly complex machines such as guns, shotguns, batons, pepper spray, cameras, road spikes, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; taste or smell. The employee frequently is required to sit, stand or walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and frequently with explosives. The employee frequently works near moving mechanical parts. The employee occasionally works in high precarious places and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate.

**Sebastian County 2020
Division Commander 0400
Job Description**

Job Code: 11201+
Exempt: Yes
Department: Sheriff
Reports To: Major of Operations
Location: Sheriff's Office
Date Prepared: July 05, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Division Commander, under the supervision of the Major of Operations, is responsible for the management and overall operations of one or more of the following divisions: ADC, JDC, Civil, Criminal, Courts, CID or Patrol. Each ensuring the enforcement of federal, state, and local laws related to the promotion of public safety and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the management and overall operations of all aspects of the ADC, JDC, Civil, Criminal, Courts, CID or Patrol Divisions, while ensuring compliance with standard operating procedures.
2. Directs the activities of the various components of the Division, allocates manpower and equipment as appropriate. Formulates and prescribes work methods and procedures to be followed by assigned personnel.
3. Prepares and submits an annual budget to the administration's office for the Division for explanation and approval.
4. Direct and control the work assigned to subordinates. Evaluate performance of assigned subordinates.
5. Review and monitor any personnel problems present and take necessary action to ensure high morale among members of the Division. Assist in the selection, promotion and disciplinary activities of assigned personnel when required.
6. Regularly meet with personnel in the Division to develop and implement strategic plans.
7. Directs the preparation and analysis reports in order to ensure efficient operation, meet service demands, and comply with request for information regarding the activities of personnel within the Division.
8. Oversees the management of the Division's confidential buy money.
9. Provide input in the departmental goals and submit policy additions and/or charges for the Division.
10. Periodically evaluates subordinates and review employee performance.

11. Command and/or oversee the department's staff to ensure readiness to respond in a crisis situation.
12. Supervise the evidence custodian and ensures the security and integrity of evidence within the department.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement training and certification is necessary. Law Enforcement School of Supervision or equivalent, 40 hours of continuing education annually through classroom or online courses.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Leadership Courses

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Human Resources Systems, Presentation/PowerPoint
Basic: Accounting, Alphanumeric Data Entry, Database, Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities.

Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must occasionally lift and/or move more than 100 pounds;

regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must be in good physical condition and have the ability to operate a firearm. Average typing skills are necessary. Must meet polygraph, psychological, and physical requirements.

WORKING RELATIONSHIPS:

Contact with the Chief Deputy, Patrol Deputies, Communications Deputies, other law enforcement agencies and the general public, criminal suspects, prisoners, witnesses, and Detention Center personnel.

Threat of physical violence and/or injury as well as threat of civil law suit. The incumbent must work long hours. Minimum requirements for this position are 5 years of law enforcement experience along with an intermediate law enforcement certificate.



Patrol
Shift Commander-Sergeant

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Patrol Commander/Lieutenant

Location: Patrol County Wide

GENERAL DESCRIPTION OF POSITION

The primary purpose of this position is to supervise a designated shift of patrol officers. Coordinates response on patrol level and may supervise special assignments or units as directed by the Patrol Commander/Lieutenant or superior officers. This position is responsible to perform job duties in an accurate manner in order to protect the health and safety of the citizens and visitors of the County. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the enforcement of laws and ordinances. The incumbent is responsible for exercising and supervising others with an in-depth knowledge of law enforcement administration in protecting and serving the county and supervise employee both sworn, civilian and detainees in the county detention facility, prepare special reports and give community presentations. The incumbent may be asked to serve as the acting commander in the absence of the department commander. This position must meet all commission on law enforcement standards and training requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-by's property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
3. Supervise all deputies assigned as well as any civilian personnel.
4. Verify patrol deputy case files are complete and accurate.
5. Identify and correct NIBRS information and adequate usage for reporting to ACIC.
6. Research, obtain, disseminate current NIBRS updates and changes to deputies. Provide legal updates and reminders to deputies. Receive and disseminate court dockets to deputies.
7. Gather documentation for Freedom of Information requests.
8. Maintain documentation for case files, firearm records, and any other records necessary.
9. Train all new hire deputies. Schedule, create, obtain or instruct all in house training for all deputies. Facilitate all training for certified patrol and CID deputies. Conduct individual training to deputies as a need arises.
10. Conduct and participate in interviews for deputies, corporal and sergeant positions.
11. Conduct employee warnings, employee reprimands and suspension when it pertains.
12. Perform VIN verifications when individuals bring vehicles to the Sheriff's office.
13. Speak to local groups on law enforcement, participate in manhunts, witness protection, fingerprint children at schools and other duties as directed.

14. Responsible for records management. Review, approve, reject, correct all incident and crash reports.
15. Collect and forward all incident reports to ABC and maintain communication for follow-ups and undercover investigations in Faulkner County.
16. Assist in verifying, or correcting ACIC entries for Dispatch. Assist in verifying or correcting NIBRS entries for records division and ACIC.
17. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
18. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.
19. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations. Receive advanced training the use of self defense and physical constraint procedures.
20. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and

disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; *frequently* required to stand, walk, sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to work near moving mechanical parts, outdoor weather conditions; and .

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the State CIC (Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation.

The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer, radio. Must possess a valid Driver's License.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: ~~2019-08-30 15:04:43~~ 11-1-2021

Job Description for ~~Shift Commander~~^{Patrol}-Sergeant
Created by www.dbdescriptions.com

Craighead County

Sheriff Sergeant

Job Description

Job Code: 1000
Exempt: No
Department: Sergeant Deputy Sheriff
Reports To: Lieutenant Deputy Sheriff
Location: Sheriff's Office
Date Prepared: February 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

A Sergeant is to oversee a particular department to which he/she is assigned and reports to the divisional Lieutenant. The Sergeant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. A Sergeant is to oversee a particular department to which he/she is assigned and reports to the divisional Lieutenant. This duty is performed daily, about 50% of the time.
2. The Sergeant is assigned to oversee the day to day activities of his/her assigned department, ensuring that all policies and procedures are followed. This duty is performed daily, about 40% of the time.
3. The Sergeant is responsible for the review of all time sheets submitted by staff in their division. The Sergeant is also responsible for submission all requests by a Deputy for time off (vacation/comp/personal). This duty is performed monthly, about 15% of the time.
4. The Sergeant of the division is to report any employee related issue to the division Lieutenant as soon as possible. This duty is performed as needed, about 5% of the time.
5. The Sergeant is to report any citizen complaint immediately to the divisional Lieutenant. This duty is performed as needed.
6. The Sergeant is to review all work and performance by staff to ensure that the most efficient method is being exercised. This duty is performed daily, about 10% of the time.
7. The Sergeant must adhere to the job duties and qualifications as any staff member under his/her command. This duty is performed as needed, about 5% of the time.
8. The Sergeant will assist and notify the Lieutenant of any divisional issues and a course of corrective action. This duty is performed as needed, about 5% of the time.
9. The division Sergeant will keep the Lieutenant informed i) the event a directive needs to be altered or request any changes. This duty is performed as needed, about 5% of the time.
10. The division Sergeant will request when needed, any equipment or purchase from the Lieutenant for his/her shift. This duty is performed as needed, about 5% of the time.
11. The Sergeant of a shift is a direct line supervisor in the patrol division and will oversee patrols within the county and strictly enforce patrol areas. This duty is performed annually, about 20% of the time.

12. The Sergeant must make sure that all arrests/contacts are logged and submitted. This duty is performed as needed, about 20% of the time.

13. The Sergeant must oversee and ensure that body cameras are used when applicable and deputies adhere to policy/procedure and the proper download/documentation prior to the end of shift. This duty is performed monthly, about 10% of the time.

14. The Sergeant is responsible for identifying areas that are in need of training or additional training and reporting that to the shift Lieutenant at the earliest possible date. This duty is performed annually, about 5% of the time.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc. plus 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified law enforcement officer, with minimum 3 years experience at this agency.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

Basic: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY**FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of

organization funds, expense control, savings from new techniques or reduction in manpower;

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.

GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: Enforcement Sergeant

Exempt (Y/N): Yes	DEPARTMENT: Sheriff's
DATE PREPARED: October 1996	SUPERVISOR: Enforcement Lieutenant
May 2004 October 2011 September 2017 March 2019	

SUMMARY:

Under the direction of an Enforcement Lieutenant, the Enforcement Sergeant is responsible for the supervision of Corporals, Investigators and Deputies assigned to a specific shift. The Enforcement Sergeant performs the regular duties of an Investigator/Deputy by maintaining the peace by enforcing the laws; investigating accidents/crimes; supervising and maintaining the health, safety, and property of persons at the scene of a crime/accident or in an emergency situation. The incumbent responds to public requests for assistance and implements crime prevention measures. Work is performed on foot and/or in a patrol car and involves an element of personal danger. The incumbent must be able to act without direct supervision and exercise independent judgment in meeting emergencies. The Enforcement Sergeant must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. This individual has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversee Investigators/Deputies and the protection of residential districts, business districts, county roads and assist with traffic control.
2. Observe and investigate suspicious activity. At times, collect evidence ensuring the legal, moral transportation/storage of same. Also required to identify and collect fingerprints at some crime scenes and also maintain proper care of evidence and share that information between CID/Patrol.
3. Respond to all calls; make arrests of offenders and transport prisoners and patients, when necessary.
4. Resolve problems and answer questions from Investigators/Deputies on shift assignment.
5. Apprehend suspects and transport to the Detention Center.
6. Ensure that all reports are completed in a clear and accurate manner.

7. Serve civil and criminal papers, warrants, writs of execution, summons, subpoenas, judgments, orders of protection, and all other orders from the court maintaining proper service and returning same to proper courts, as necessary.
8. Perform public relations by communicating with community and neighborhood children, when time allows.
9. Appear and testify in court, as required.
10. Provide training to Investigators/Deputies, as necessary.
11. Assist with highway accidents, on request from the State, City, or Federal agencies.
12. Assist with office or desk work, as necessary.
13. Perform any other related duties as assigned.
14. Must make sure all employees on his shift are on time for work and properly dressed in uniforms and that those uniforms are properly worn/pressed, leather, boots, etc. Also, make sure units, weapons, etc. are checked for safety and cleanliness.

SUPERVISORY RESPONSIBILITIES:

Communications with Corporal on duty.

Directly supervises Investigators/Deputies and Reserve Deputies assigned to shift.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; recommendations for promotions; rewarding and disciplinary actions; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.

3. Must be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned, or otherwise relieved by a state or federal penitentiary or a state prison.
4. Must be of good character as determined by a thorough background investigation.
5. Must be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
6. Must be examined by a licensed physician and meet the physical requirements prescribed.
7. Be interviewed personally prior to employment by the department head or his representative to determine such things as the applicant's motivation, appearance, demeanor, attitude, and ability to communicate.
8. Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination makes a recommendation to the employing agency.
9. Pass a polygraph examination.
10. Possess and maintain a valid Arkansas driver's license.
11. Working knowledge of geography of the county.
12. The ability to observe situations and to report and record them clearly and accurately.
13. Be able to react quickly and calmly in emergency situations.
14. Be able to understand and follow oral and written instructions.
15. The ability to establish and maintain working relationships.
16. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
17. Must keep up with all changes in laws and ordinances.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED; completion of Law Enforcement Training and Street Survival. Must complete Arkansas Law Enforcement Training Academy (ALETA) and possess and maintain a valid Arkansas Driver's license. Must also complete quarterly weapons training and qualifications. Must be certified in any other weapons and/or equipment that is used such as; ASP, PR-24, pepper spray, spike strips, radar, etc. Education is ongoing as laws and ordinances change quite frequently and certain certifications must be updated. Defensive tactic is also a part of training. Must have 3 years previous experience in law enforcement and previously a Corporal.

OTHER SKILLS AND ABILITIES:

The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment, good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. This officer must have the ability to make instantaneous decisions, which could save the organization millions of dollars in civil liability actions. Errors in judgment by this person could have a very high monetary cost, as well as fatal results to himself, fellow officers, or the general public. He is responsible for funds and/or property up to \$100,000. He must maintain a professional attitude even in the most unpleasant circumstances and must be able to communicate with other county officials, law enforcement agencies, judges, as well as spouses, parents, and children. He has extensive contact with fellow employees and the general public and must have a professional manner. This officer has occasional use of highly complex machines such as; guns, shotguns, pepper spray, batons, road spikes, radar, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; drive vehicles; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.



2022 -Saline

Sheriff - Sergeant- Patrol

Job Description

Exempt: No
Department: Sheriff's Office
Reports To: Patrol Lieutenant
Location: 735 S Neeley St Benton, AR 72015
Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

Responsible for the enforcement of applicable federal, state and local laws and ordinance in the protection of life and property for Saline County by enforcing traffic and criminal laws, completing reports from citizens, completing accident reports, answering calls for assistance during designated shifts. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017. Responsible for supervision of the Patrol and Reserve Deputies assigned to the Saline County Sheriff's Department. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises 4 patrol deputies assigned to his/her shift by ensuring deputies following all rules and regulations, initiates or reviews disciplinary action for assigned deputies; approving leave for assigned deputies and evaluates performance.
2. Patrols county roads, residential areas, and business districts to enforce traffic and criminal laws and ordinances ensuring the safety of citizens and property; makes arrests and/or issues citations to violators as necessary.
3. Responds to calls from citizens in need of law enforcement assistance (i.e., domestic disturbance, criminal mischief, burglaries, crimes in progress, traffic accidents, etc.); makes arrests and/or issues citations as necessary.
4. Ensures crime scenes and related evidence are secure; processes crime scenes taking photographs and fingerprints; seizes and impounds property as necessary.
5. Receives, tags, and stores evidence, found property, or property maintained for safekeeping in the property room; presents testimony and evidence in court.
6. Investigates accidents and criminal activities; researches lead through interviews with victims, witnesses, suspects, on-line research, and inspection of property/buildings.
7. Prepares detailed incident, arrest, investigation, and related reports; enters data into computer; submits to supervisor for review.
8. Completes daily activity report reflecting all work activities completed during shift.
9. Assists in the transports prisoners to jail, to and from court, and to other law enforcement agencies
10. Attends community crime watch meetings and other community activities to promote crime reduction and community oriented policing by interacting with and educating district residents.

11. Reports to structure fires and other emergencies/disasters as necessary to establish control of situation and ensure public safety and security of property; implements emergency and/or disaster procedures; coordinates activities with Emergency Management staff.
12. Testifies in court and at hearings concerning investigations and citations and/or arrests.
13. Qualifies with use of authorized weapons on a periodic basis.
14. May act as a member of a special operating unit including SWAT, emergency rescues, and water patrol; must meet the minimum qualifications and complete required training if placed on these assignments.
15. Serves warrants in field and in office as individuals are located.
16. Enforces court orders involving actions such as the service of court summons; removal of property; service of judgments; and apprehension of individuals.
17. Attends supervisory and departmental meetings as necessary.
18. Investigate citizen complaints on deputies assigned to his/her shift.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 6 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possess or be able to immediately obtain a valid Arkansas Driver's License;

Provide proof of U.S. Citizenship upon request

No felony convictions;

Complete a minimum of 24 hours of training per year;

Qualify with a score of 80% with all firearms he/she will be using or carry;

Complete mandated yearly classes as specified by the Commission on Law Enforcement and Training.

Physical Readiness Testing: The Sheriff will authorize appropriate personnel to conduct physical readiness testing (PRT) of all deputies two (2) times in a calendar year. All Sworn deputies, to include detention deputies must perform the following:

- Plank (no time requirements)
- Pushups (no number of time requirements)
- One (1) mile walk (no time requirements)

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Patrol Deputies & Reserve

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs

WORKING CONDITIONS

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to fumes or airborne particles, outdoor weather conditions; and occasionally exposed to toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. Exposure to danger is possible and carrying a firearm is required. Knowledge of principle, practice and techniques law enforcement, criminal justice system, self-defense and use of firearms. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deem in the best interest of the Sheriff's Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

Sebastian County 2020 Law Enforcement Sgt 0400 Job Description

Job Code: 37001
Exempt: No
Department: Sheriff
Reports To: Major of Operations, Division Commander
Location: Not indicated.
Date Prepared: April 28, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Major of Operations and Division Commander. Responsible for the daily operation of the patrol division and its associated activities. This position is responsible for work assignments for standard work periods as well as special events. Law enforcement manuals, departmental and county policies and procedures, and federal and state law govern this position. This position is also responsible for patrolling specified areas of the county and performing law enforcement activities. Must be a citizen of the United States.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops work schedules for 18 full-time and 50 auxiliary patrol deputies for standard work periods and special assignments and events. Controls accumulation of overtime and compensatory time; limiting county liability, if possible.
2. Performs daily briefing of assigned patrol personnel that includes organizing daily activities and briefing current crime information. Ensures proper risk management for daily assignments and operations.
3. Responsible for the overall training of assigned personnel including the scheduling of courses.
4. Responsible for routine and surprise inspections of county issued vehicles and equipment to ensure proper maintenance procedures are being followed.
5. Conducts annual evaluations of assigned personnel including verbal counseling and written evaluations of job performance.
6. Performs daily scheduling of vehicles to ensure the most efficient use of the fleet.
7. Maintain a time sheet for all assigned employees and is responsible for submitting them to the administration.
8. Acts as supervisor during critical first response incidents ensuring the safety of all personnel as well as compliance with laws and policies.
9. Acts as department supervisor with full authority in the absence of higher rank structure.

10. Patrols specified area of the county on foot and in a vehicle. Check buildings or residences for possible law violations, enforces traffic laws, investigates accidents and prepares traffic accident reports.
11. Responsible for preparation of written and verbal orders for special operations including highway drug interdiction, felony warrants sweeps, highway safety compliance checkpoints.
12. Arrests criminal suspects by warrant or for probable cause, conducts searches of vehicles and residences, conducts property seizures, transports suspects to property facilities for questioning.
13. Responds to emergency and non-emergency calls, administers first aid, contacts hospitals and/or emergency medical personnel, secures areas in which accident occurred to ensure public safety.
14. Coordinates search and rescue efforts of lost children and adults including coordinating with other agencies such as the Red Cross, the army national guard, and other law enforcement agencies.
15. Transports prisoners and mentally incompetent persons to agencies as needed.
16. Serves as court bailiff and may be assigned to work relief duties in the Detention Center or as a radio operator.
17. Performs surveillance and investigative duties to gather information or evidence concerning alleged criminal activities.
18. Provides escorts/security for funerals, parades, community events, concerts, and other special events.
19. Prepares reports relating to actions taken in given situations and the circumstances surrounding the situation. Prepares other activity reports.
20. Testifies in court concerning criminal cases.
21. Serves civil summons, writ of assistance, child custody orders, executions and subpoenas.
22. Researches and field tests new or improved law enforcement equipment and tools. Responsible for requesting purchase and implementation of tools/equipment that passes field testing.
23. Directly supervises Patrol Deputies within the department.
24. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law Enforcement Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Supervisor Classes, Instructor, Firearms Instructor

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Database

Basic: Accounting, Alphanumeric Data Entry, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning

and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations; consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain

cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to wet or humid conditions; and occasionally exposed to toxic or caustic chemicals, work with explosives. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to reach with hands and arms; regularly required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must continuously lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

OTHER SKILLS and ABILITIES:

Must be in good physical condition and have the ability to operate a firearm. Average typing skills are necessary. Must meet polygraph, psychological, and physical requirements. On call 24/7.

WORKING RELATIONSHIPS:

Contact with the Chief Deputy, Patrol Deputies, Communications Deputies, other law enforcement agencies and the general public, criminal suspects, prisoners, witnesses, and Detention Center personnel.

Threat of physical violence and/or injury as well as threat of civil law suit. The incumbent must work long hours. Minimum requirements for this position are 5 years of law enforcement experience.



Training Commander

Job Description

Exempt: No

Safety Sensitive: Yes

Department: Sheriff

Reports To: Chief Deputy

Location: County Courthouse

GENERAL DESCRIPTION OF POSITION

The Training Commander is senior law enforcement officer who reports directly to the Patrol Commander and is under the general supervision of the Chief Deputy. In this capacity, the Training Commander's primary responsibility is to act as the training officer for Faulkner County Sheriff's Office. This position must meet all Commission on Law Enforcement Standards and Training requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as full-time training officer. Trains all new hire deputies. Schedules, creates, obtains, or instructs all in-house training for all deputies. Facilitates all training for certified patrol and CID deputies. Conducts individual training to deputies as the need arises.

2. Maintains documentation for firearm records, standards files, training files, and any other records necessary.
3. Disseminates current NIBRS updates and changes to deputies. Disseminates legal updates and reminders to deputies.
4. Conducts and participates in interviews for deputies, corporals, and sergeants.
5. Conducts employee warnings, reprimands, and suspension when necessary.
6. Manages and oversees training records.
7. Coordinates and provides training throughout the year in accordance with state requirements.
8. Maintains training records for the department both by course and individual staff.
9. Coordinates and provides training throughout the year in accordance with state requirements.
10. Reviews and provides feedback to all detention trainers.
11. Coordinates training in relationship with staffing daily requirements to minimize effect on staffing.
12. Conducts, at least annually, a training needs assessment.
13. Develops an annual training plan and provides monthly and annual reports.
14. Reviews standards to identify their impact on training.
15. Identifies and makes available training resources to staff.
16. Coordinates staff participation in offsite training.
17. Coordinates orientation/pre-service training.
18. Coordinates in-service training.
19. Coordinates specialized department staff training.
20. Maximizes use of in-state and national resources.
21. Works with state agencies to maximize certification of training programs.

22. Ensures all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided in any office contact.
23. Receives advanced training in the areas of law enforcement management, supervision, risk management, criminal law, civil law and agency management. Continued and updated training on court's system, warrants, civil process management, PSAP management, and training requirements.
24. Manages and oversees Faulkner County training policies and procedures and federal and state laws to ensure compliance at all times.
25. As Field Training Officer Coordinator, administers and manages FTO program, rules, regulations, and procedure. Maintains all records, certificates, evaluations for program. Approves releases on remediation training.
26. Performs any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on-the-job education in a specific skill area; e.g., data processing, clerical/administrative, equipment operation, etc., plus three (3) years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

As required.

SUPERVISORY RESPONSIBILITIES

Directly supervises Field Training Officers, law enforcement instructors, civilian support staff, and Dispatch. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance, rewards, and disciplines employees; addresses complaints, and resolves problems.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, and area. Ability to apply concepts such as fractions, ratios, and statistics to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations that permit frequent opportunity for decision-making of minor importance and decision-making of major importance – the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations that require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office, or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent but where succeeding operations or

supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contact with patrons where the interaction is initiated by the employee. Involves both providing and obtaining information as well as attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, where failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Frequent contact with other departments or offices and with individuals in low-, medium- and high-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement certification, intermediate certificate, law enforcement instructor certificate, field training officer, law enforcement supervision certificates.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Advanced or senior certificate, BAC certified, SFST certified, radar certified, firearms instructor.

SOFTWARE SKILLS REQUIRED

Basic: alphanumeric data entry, contact management, spreadsheet, word processing/typing.

ADDITIONAL SOFTWARE SKILLS

Proficient in SOMS, MOVEAR, eCrash and ACADIS PORTAL.

OTHER SKILLS

As needed.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to talk or hear; *regularly* required to stand, walk, sit, use hands to finger, handle, or feel; and *occasionally* required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *frequently* exposed to work near moving mechanical parts, outdoor weather conditions; and extended work hours.

The noise level in the work environment is usually moderate, occasionally high.

ADDITIONAL INFORMATION

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation.

The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, radio. Must possess a valid Driver's License.

More ADDITIONAL INFORMATION

None indicated.

Last Modified: 2021-11-1

GARLAND COUNTY
Position Description

JOB TITLE: Document/Training Coordinator (Sergeant)

Exempt (Y/N): No

DEPARTMENT: Detention Center

DATE PREPARED: May 2014, August 2016

SUPERVISOR: Chief Deputy of Corrections

Last Revised: August 2020

SUMMARY:

The Document/Training Coordinator (DTC) is staff person designated by the Detention Administrator to coordinate the development of and revisions to Policy and Procedures (P&Ps), forms, Post Orders, Inmate Handbooks, and distribution of documents. The Document/Training Coordinator is also responsible for coordinating, monitoring, and supervising the planning and implementation of accreditation activities in compliance with the Arkansas Jail Standards, selected American Correctional Association Standards, and the National Commission on Correctional Health Care Standards in the Detention Center. He has comprehensive knowledge of the Detention Center and sufficient authority within the agency to design and administer a successful accreditation strategy in consultation with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

- I. Performs duties for the Detention Center, including, but not limited to:
 - a. Documents:
 - 1) The DTC maintains files with a hard copy of P&Ps in the file folders set up for each P&P. The file should be chronological with the latest draft on top.
 - 2) The DTC maintains a computer filing system for the facility documents, particularly the P&P's since there are 200+ P&P's.
 - 3) The DTC develops and uses a tracking log to monitor the status of each P&P.
 - 4) The DTC works with the training staff to see that they have the latest P&P's to meet the training staff's schedule.
 - 5) The DTC develops a standards compliance system including a standards cross-reference document that lists all of the standards and which P&P addresses them. The DTC maintains this document as P&P's are updated and standards are moved.
 - 6) The DTC develops new P&P's consistent with the established format and writing style.
 - 7) The DTC reviews new P&P's written for proper writing style, format, terminology, etc. consistent with the P&P Manual.
 - 8) The DTC reviews P&P's for standards compliance.
 - 9) The DTC reviews new and revised P&P's for content consistency with other P&P's and how the P&P may affect other P&P's and other documents. The DTC updates the necessary documents.
 - 10) The DTC updates / revises current P&P's.
 - 11) The DTC attends Management Team meetings to monitor P&P compliance.
 - 12) The DTC coordinates the printing and distribution of new and updated P&P's.

- 13) The DTC maintains the P&P Table of Contents, Definitions List, Forms Manual Table of Contents and Key Word Index as necessary.
- 14) The DTC develops a system for seeing that all Policy and Procedure Acknowledgments are signed and received, and monitors compliance.
- 15) The DTC develops a system to keep track of all documentation / forms.
- 16) The DTC develops and/or reviews forms for consistency with P&P's.
- 17) The DTC coordinates the inventorying, printing, and distribution of the forms.
- 18) The DTC revises or updates the Forms Manual Table of Contents, Definitions List, Index, and Forms Storage list.
- 19) The DTC coordinates the printing and distribution of post orders.
- 20) The DTC provides a link to the Policy and Procedure Manual or Post Order Manual on any networked computer.
- 21) Each month the DTC reviews the manual to identify statements (two months in advance) that require annual review and gives the list to the Chief Deputy for review and action.
- 22) The DTC may become the ACA Accreditation Manager.
- 23) The DTC participates in the annual review of P&P's.

b. Accreditation/Standards:

- 1) The DTC receives ACA standard supplements, updates P&P's with current standards and makes needed changes to P&P's to be compliant with the current standards and updates the standards cross-reference document.
- 2) The DTC monitors operation and documentation compliance with standards.
- 3) The DTC coordinates the accreditation application process.
- 4) The DTC organizes ACA materials, sets deadlines for submission of ACA documentation.
- 5) The DTC monitors ACA materials, files and documentation both on the computer and paper files.
- 6) The DTC prepares the Detention Center for on-site assessment.
- 7) The DTC works with the Management Team to take appropriate follow-up action after the on-site assessment.

c. Training:

- 1) The DTC coordinates with the Sheriff's Office Training Coordinator, as needed, on any required classes or upcoming training events.
- 2) The DTC maintains training records for the Detention Division both by course and individual staff.
- 3) The DTC coordinates and provides training throughout the year in accordance with state requirements.
- 4) The DTC reviews and provides feedback to all detention trainers.
- 5) The DTC oversees the field training officer (FTO) program and coordinates with the FTO supervisors and field training officers on requirements and progress of newly appointed officers.
- 6) The DTC coordinates with medical agencies and schedules required training, immunizations, and testing.
- 7) The DTC coordinates training in relationship with staffing daily requirements to minimize effect on staffing.
- 8) The DTC conducts, at least annually, a training needs assessment.
- 9) The DTC develops an annual training plan and provides monthly and annual reports.
- 10) The DTC reviews standards to identify their impact on training.
- 11) The DTC identifies with service providers their correctional training needs and needs of the Detention Center staff.
- 12) The DTC identifies and makes available training resources to staff.
- 13) The DTC coordinates staff participation in offsite training.
- 14) The DTC coordinates orientation/pre-service training.
- 15) The DTC coordinates in-service training.
- 16) The DTC coordinates specialized Detention Center staff training.
- 17) The DTC maximizes use of in-state and national resources.
- 18) The DTC works with state agencies to maximize certification of training programs.
- 19) Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises the Detention Deputies and Corporals during training activities or as assigned by the Chief Deputy.
2. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
3. Carries out supervisory responsibilities in accordance with the County's policies, the Detention Center Policy and Procedure Manual and applicable laws and ordinances.
4. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Twenty-one years of age and the ability to comply with the physical fitness requirements of the position.
2. May be required to take and pass an assessment prior to employment.
3. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
4. Ability to pass a physical examination at the time of employment.
5. Willingness to submit to and pass urinalysis.
6. Agreement to maintain a drug-free workplace.
7. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
8. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
9. Possession of reliable transportation and maintenance of a valid driver's license and liability insurance.
10. Willingness to maintain own mobile telephone.
11. Willingness to work irregular hours.
12. Be available to staff members at times other than regular business hours to be responsive to emergency calls and consultation.
13. Reasoning, using sound judgment and problem solving skills are attributes of the incumbent.
14. Highly stable character with proven ability to maintain strict standards of behavior.
15. Is a positive role model that promotes respect for diverse staff.

16. Fluent in English.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent. Associate Degree or the equivalent college work, preferred.
2. Supervisory skills and previous managerial experience in an adult detention facility or institution, preferred. Preference given to incumbents with previous experience in a direct supervision environment.
3. Completion of, or ability to complete, Law Enforcement Training Academy or similar program.
4. Completion of, or ability to complete a jail standards course unique to Arkansas.
5. The ability to complete the annual weapons training/qualification for the Garland County Sheriff's Office.
6. Engages in professional resources including local and online networking, and professional organizations such as the American Correctional Association and the American Jail Association.
7. Must be willing to take Instructor level courses (i.e. ALETA's Instructor Development) through various training institutes.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the principles and responsibilities of the position and skills required to perform the work of all staff under the supervision of the Relief Commander.
2. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
3. Knowledge of proper use of radio, finger printing devices, Chemical Agent qualifications and self-defense training.
4. Knowledge of the principles and procedures of standards as set by the Arkansas Criminal Detention Facilities Review Board.
5. Display a functional understanding of computers, typing skills, control panels, and accurately enter statistical information and use of general office machines.
6. Demonstrate the ability to analyze situations quickly and accurately and respond appropriately.
7. Show a broad understanding in the field of corrections.
8. Knowledge of the dynamics of human behavior.
9. Provide motivation for staff to want to learn and develop.

10. Ability to respond to change well and implement change within the Detention Center in a progressive manner.
11. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
12. Demonstrate good organizational skills.
13. Demonstrate the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
14. Provide interpersonal and communication skills, both verbal and written.
15. Can perform basic mathematical functions.
16. Demonstrate the ability to effectively manage difficult personnel issues involving adverse actions.
17. Comfortable in a public speaking environment.

The ideal incumbent has or is willing to obtain and seek knowledge in the following skills and abilities:

1. Knowledge and understanding of state and national standards including the Department of Justice Prison Rape Elimination Act National Standards for Prisons and Jails, the ACA Adult Local Detention Facilities Standards, and the National Commission on Correctional Health Care Standards for Health Services in Jails.
2. Experience developing and updating policy and procedures, post orders, forms, inmate handbook, etc. to meet the needs of staff and changes within the inmate population.
3. Excellent working knowledge of correctional and rehabilitation program operation for inmates in direct supervision and intermittent direct supervision environments.
4. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the community as it relates to corrections.
5. Aware of new and emerging technologies and their possible use in the Detention Center.
6. Direct Supervision and Interpersonal Communication Skills.
7. Demonstrate the ability to implement work schedules and daily program schedules and coordinate schedules between programs and services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be in good physical condition and possess quick reflexes to respond to potential violent situations.
2. Able to provide a tactical response and to support staff in need of assistance.

3. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.
4. The incumbent occasionally is required to climb or balance and stoop, kneel, crouch, crawl and climb up and/or down stairs.
5. The incumbent is expected to have good hand-eye coordination.
6. Must be able to hear and communicate effectively.
7. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining inmates.
8. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, and depth perception.
9. Possess the physical and emotional strength to withstand the strain of demands on time, energy, and patience.
10. The employee must occasionally lift, subdue, and/or move more than 100 pounds.
11. The work is mostly active and involves walking throughout the Detention Center.
12. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when needed to direct inmate workers.
13. Appropriate voice skills to be clearly understood on the telephone, radio and in public contacts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate to loud.
2. The incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws.



/ Courts
Transport Officer- EPE

Job Description

Exempt: No

Department: Sheriff

Reports To: Lieutenant of Court Security Captains / Jail Administrator

Location: Not indicated Unit 2

Grade: Sheriff

GENERAL DESCRIPTION OF POSITION

This is a position responsible for the safe, secure, and efficient movement of inmates to and from correctional facilities, courts, or other appointments or locations as directed. This position supervises the other Transport Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Obtain all security information from the appropriate supervisor (date, time, name of inmate, destination, classification, etc.)
2. Drive between 3,000 to 10,000 miles a month. Pickup or deliver inmates to various law enforcement agencies across the state.

TRR

3. Transport inmates to medical or counseling appointments.
4. Completes a thorough inspection of the assigned transport vehicle for safety and security requirements and to ensure all vehicle fluids are checked and maintained at the proper levels.
5. Ensure that all equipment, weapons, gear, and uniforms are properly maintained.
6. Make sure that the proper restraints and staff/inmate ratios are maintained.
7. Searching (at a minimum pat-down or frisk search) and properly restraining all prisoners before beginning a transport.
8. Maintain a keen sense of alert for potential danger while transporting an inmate.
9. Maintain radio communication capabilities with law enforcement agencies and dispatch during a vehicle transport.
10. Ensure that all paperwork pertinent to the transport is properly completed and returned to the County Jail.
11. Review all required legal papers for transporting the inmates.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus To 6 months related experience or training. Or equivalent combination of education and experience

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 0 subordinate supervisor(s) who supervise(s) a total of 0 employee(s). Supervises 3 non-supervisory employee(s). Departments supervised by this position include Transport. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical

situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of (technical instructions in mathematical) or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties.

Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II/Auxiliary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Police Officer Certificate (ALET A)

SOFTWARE SKILLS REQUIRED

Not indicated.

ADDITIONAL SOFTWARE SKILLS

GPS

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, talk or hear; *frequently* required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and *occasionally* required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 08:50:27 11-1-2021

Job Description for Transport Officer- CPL
Created by www.dbdescriptions.com

Craighead County
Sheriff Transport Officer
Job Description

Job Code: 1000
Exempt: No
Department: Transport Deputy
Reports To: Assistant Chief
Location: Sheriffs Office
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

To transport inmates to and from correctional facilities, medical appointments and court appearances. Transport Deputies transport out-of-county and out-of-state inmates wanted by Craighead County to the facility. To maintain the security and safety of all transported persons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transport inmates to and from multiple locations. This duty is performed daily, about 80% of the time.
2. Drive long to intermediate distances. This duty is performed annually, about 60% of the time.
3. Transport in-state incarcerated persons. This duty is performed annually, about 75% of the time.
4. Transport out-of-state incarcerated persons. This duty is performed annually, about 25% of the time.
5. Secure properly and safely all persons for transport. This duty is performed daily, about 40% of the time.
6. Ensure all inmates arrive and depart utilizing a strict schedule. This duty is performed annually, about 25% of the time.
7. Transport of inmates for in-county services (medical etc.) if required. This duty is performed annually, about 10% of the time.
8. Transport of inmates to and from ADC locations. This duty is performed annually, about 50% of the time.
9. Search and screening of all inmates. This duty is performed annually, about 10% of the time.
10. Serve civil process paperwork. This duty is performed annually, about 2% of the time.
11. Serve warrants. This duty is performed annually, about 5% of the time.
12. Maintain vehicle and equipment (Service). This duty is performed annually, about 2% of the time.
13. Transport of inmates to and from court. This duty is performed annually, about 5% of the time.
14. Incident Reporting. This duty is performed annually, about 2% of the time.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified detention officer, 40 hours annual in-service continuing education

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all

the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to sit; regularly required to reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to stand, walk, use hands to finger, handle, or feel, climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



2021 SALINE COUNTY

Sheriff - Corporal - Detention

Job Description

Exempt: No
Department: Sheriff's Detention
Reports To: Detention Sergeant
Location: 735 S Neely St, Benton, AR 72015

GENERAL DESCRIPTION OF POSITION

This position is responsible for the supervision of the staff of the Saline County Detention Center. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises detention officers on the shift.
2. Reviews work of the detention officers.
3. Initiates disciplinary action.
4. Responsible for the training of detention officers.
5. Oversees the Commissary.
6. Fills in as needed in any position under his supervision.
7. Passes out medications after hours.
8. Oversees and handles the daily routine and incidents inmates and detention officers.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Jail Standards Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Detention Officers on shift

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff, Chief Deputy or the Detention Lieutenant and are subject to be changed when deemed in the best interest of the Sheriff's office operation.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the needs of the department and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Transport Officer

Job Description

Exempt: No

Department: Sheriff

Reports To: Transport Corporal Bill Hoff Sergeant

Location: Not indicated

Grade: Sheriff

GENERAL DESCRIPTION OF POSITION

This is a position responsible for the safe, secure, and efficient movement of inmates to and from correctional facilities, courts, or other appointments or locations as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Obtain all security information from the appropriate supervisor (date, time, name of inmate, destination, classification, etc.)
2. Drive between 3,000 to 10,000 miles a month. Pickup or deliver inmates to various law enforcement agencies across the state.

3. Transport inmates to medical or counseling appointments.
4. Completes a thorough inspection of the assigned transport vehicle for safety and security requirements and to ensure all vehicle fluids are checked and maintained at the proper levels.
5. Ensure that all equipment, weapons, gear, and uniforms are properly maintained.
6. Make sure that the proper restraints and staff/inmate ratios are maintained.
7. Searching (at a minimum pat-down or frisk search) and properly restraining all prisoners before beginning a transport.
8. Maintain a keen sense of alert for potential danger while transporting an inmate.
9. Maintain radio communication capabilities with law enforcement agencies and dispatch during a vehicle transport.
10. Ensure that all paperwork pertinent to the transport is properly completed and returned to the County Jail.
11. Review all required legal papers for transporting the inmates.
12. Additional duties as assigned by higher authority.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc. plus To 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part Time II/Auxiliary Police Certificate

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic Police Officer Certificate (ALET)

SOFTWARE SKILLS REQUIRED

Not indicated.

ADDITIONAL SOFTWARE SKILLS

GPS

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, talk or hear, *frequently* required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and *occasionally* required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Not indicated.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2017-08-08 09:01:02 \1-1-2021

Job Description for Transport Officer
Created by www.jobdescriptions.com

Craighead County
Sheriff Transport Officer
Job Description

Job Code: 1000
Exempt: No
Department: Transport Deputy
Reports To: Assistant Chief
Location: Sheriffs Office
Date Prepared: March 13, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

To transport inmates to and from correctional facilities, medical appointments and court appearances. Transport Deputies transport out-of-county and out-of-state inmates wanted by Craighead County to the facility. To maintain the security and safety of all transported persons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transport inmates to and from multiple locations. This duty is performed daily, about 80% of the time.
2. Drive long to intermediate distances. This duty is performed annually, about 60% of the time.
3. Transport in-state incarcerated persons. This duty is performed annually, about 75% of the time.
4. Transport out-of-state incarcerated persons. This duty is performed annually, about 25% of the time.
5. Secure properly and safely all persons for transport. This duty is performed daily, about 40% of the time.
6. Ensure all inmates arrive and depart utilizing a strict schedule. This duty is performed annually, about 25% of the time.
7. Transport of inmates for in-county services (medical etc.) if required. This duty is performed annually, about 10% of the time.
8. Transport of inmates to and from ADC locations. This duty is performed annually, about 50% of the time.
9. Search and screening of all inmates. This duty is performed annually, about 10% of the time.
10. Serve civil process paperwork. This duty is performed annually, about 2% of the time.
11. Serve warrants. This duty is performed annually, about 5% of the time.
12. Maintain vehicle and equipment (Service). This duty is performed annually, about 2% of the time.
13. Transport of inmates to and from court. This duty is performed annually, about 5% of the time.
14. Incident Reporting. This duty is performed annually, about 2% of the time.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g., data processing, clerical/administrative, equipment operation, etc. plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified detention officer, 40 hours annual in-service continuing education

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Certified Law Enforcement Officer

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY**FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all

the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to sit; regularly required to reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to stand, walk, use hands to finger, handle, or feel, climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.



2021 Saline County

Sheriff - Detention Transport Officer

Job Description

Exempt: No
Department: Sheriff's Detention Center
Reports To: Transport Sergeant
Location: 735 S Neely St Benton, AR 72015
Safety Sensitive: YES

GENERAL DESCRIPTION OF POSITION

Responsible for transporting of inmates to and from court, the Arkansas Department of Corrections, and other county jails and detention facilities. The Transport Officer is on-call and responds to call-outs for emergency transports. This position includes night and weekend transport. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transport inmates to and from court.
2. Transport inmates to and from ADC throughout state and other county and city jail/detention centers.
3. Processes booking paperwork and records of time and mileage for transporting.
4. Assists detention officers in Detention Center.
5. Watches inmates in holding cells while awaiting court appearance.
6. Responds to emergency situations throughout the detention facility.
7. Take inmate to doctor appointments and psychiatric evaluations.
8. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Part-Time II Status. Valid Arkansas Driver's License Class "D"

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, frequently required to stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload and work-in-progress. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

The duties listed above are intended to only show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Detention Center are assigned by the Detention Lieutenant and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.