

CURRENT OFFICE HOLDER: SGT. ADAM T. ZORNES

JOB TITLE: DEPUTY JAILER:
SUB-TITLE ADMINISTRATIVE ASSISTANT SUPERVISOR
RANK EQUIVALENT: SGT. (SERGEANT)
CLASS: NON-POLITICAL/MERIT

POSITION LOCATION: SCOTT COUNTY DETENTION CENTER
130 N. Court St., Georgetown, Scott Co., KY 40324

POSITION CONCEPT:

Scott County Detention Center Deputies are all classified under the same title of Deputy Jailer as defined in the Kentucky Revised Statutes. Our Deputy Jailer Assistant Supervisors and Supervisors oversee the daily activities and operations of the facility and as such at any given time every Deputy Jailer may conceivably be required to assume a supervisory roll. In turn all Deputy Jailers must be capable of performing the same general duties.

The Administrative Assistant Supervisor generally assists the Administrative Supervisor in the general routine administrative duties, Monday through Friday, in the Facility's front office.

This position is listed as a "critical employee" and as such is on call in the event of county or state designated natural disasters and/or facility emergencies and important inquiries by other members of general staff.

DESCRIPTION:

Responsible for performing all duties of a Deputy Jailer. Additionally responsible providing administrative and clerical support in the facility's front office. Assists and reports to the Administrative Supervisor. Serve as a duly sworn peace officer for/in Kentucky.

EDUCATION REQUIRED:

High school graduate or equivalency diploma;

Vocational and/or college training/education with a major field in security and/or law enforcement (preferred, not required), and a minor field in administration, business, and/or organizational management;

Must continue meeting mandatory training requirements in Detention/Corrections as required by the Kentucky State Department of Corrections – Twenty-four (24) hours per year minimum.

SKILLS/EXPERIENCE REQUIRED:

Ability to effectively communicate, lead and manage people and tasks. Must have previously demonstrated ability to place suitable precedence and make sound decisions. Must have the ability to work with outside government and law enforcement agencies in a manner that represents the detention center and county government in a positive manner by exercising skill and diplomacy at all times. Must be capable of maintaining self-control and to support in de-escalating situations that become volatile. Must have the ability or organize materials and tasks. Must have the ability to manage time and human resources efficiently.

Must have a minimum of two years experience as a Deputy Jailer, and pass a written examination for Assistant Supervisor for the facility. Appointed by the Jailer.

DUTIES AND RESPONSIBILITIES:

Following is a general description of duties for all Deputy Jailer's. These duties are not necessarily limited to those identified below, but are a guideline for this position.

- Perform all duties of a Deputy Jailer;
- Perform administrative and clerical tasks;
- Manage facility inmate visitation – including schedule appointments for visitation and verify visitor information as needed;
- Maintain facility inmate commissary – including receipt of money for inmates by money order and placing funds into inmate accounts, place orders for inmate commissary/canteen, oversee pass out of inmate commissary when it comes in, resolve inmate complaints and errors concerning commissary;
- Maintain facility inmate phone system via Securus/Evercom, including the order and distribution of purchased inmate phone cards;
- Assist the Facility Administrative Supervisor, Administrative Manager, Operations Manager, Chief Deputy Jailer, and Jailer as required and directed.
- Cross Train to perform duties of Administrative Supervisor, Administrative Manager, and Operations Manager to cover those duties in the absence of those officers due to illness, vacation, and/or training.
- Other duties as assigned.

ACCOUNTABILITY:

This is a highly visible and personal hazardous position. Reports to the Administrative Supervisor and Administrative Manager regarding clerical and administrative tasks. Reports to the Operations Manager regarding operational tasks. Reports to the Chief Deputy and to the Jailer regarding command, administrative, and executive tasks.

It is important to note that mistakes, errors, or oversights can be detrimental to the overall safety and security of the facility, employees, inmates and the community. This position holds the threat of being costly to the county government if severe oversights occur.