

CURRENT OFFICE HOLDER: LT. MARK MULLIGAN

JOB TITLE: DEPUTY JAILER:
SUB-TITLE: ADMINISTRATIVE SUPERVISOR
RANK EQUIVALENT: LIETENANT
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 Administration Supervisor generally serves as the Office Manager and assists the Operations Manager, the Chief Deputy and works with the Jailer in the general routine of 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 for providing and supervising of general staff of the facility and reports to the Operations Manager, the Chief Deputy Jailer and the Elected Jailer. Serve as a duly sworn peace officer for/in Kentucky.

Generally serves as the fourth (4th) in command in the chain of command of/for the facility.

Serves as the third (3rd) in command in the chain of command of/for the facility in the absence/vacancy of the position of Chief Deputy.

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.

If non-political position, must have a minimum of five years experience as a Deputy Jailer, and have passed a written examination for Assistant Supervisor for the facility (if non-political/merit). Appointed by the Jailer.

DUTIES AND RESPONSIBILITIES:

Following is a general description of duties. 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;
- Perform administrative and clerical tasks;
- Supervise Facility Staff members, including an Administrative Assistant and Cooks/Kitchen Staff in the performance of their duties;
- Manage court dockets for district and circuit courts for the facility and serve as a liaison officer to the courts, clerks, and other law enforcement agencies;
- Supervise and manage ordering of supplies from business vendors and service contractors, including the issuing of purchase order numbers as directed;
- Assist in preparing employee/staff schedules;
- Assist in filling out of employee/staff payroll time sheets;
- Assist in training of staff;
- Assist the Facility Administrative Manager, Operations Manager, Chief Deputy Jailer, and Jailer as required and directed.
- Cross Train to perform duties of Administrative Assistant Supervisor, Administrative Manager, and Operations Manager to cover those duties in the absence of those officers due to illness, vacation, and/or training.
- Assists in supervision of Facility Staff members, including three squads (shifts) of full time general staff members/sworn deputy jailers (21 members) and a fourth squad of part time auxiliary deputy jailers (10 members) and (3) kitchen staff members (cooks) and (1) maintenance staff member in the performance of their duties;
- Assists to manage the scheduling needs of the facility and individual staff/deputies with the assistance of the Administrative Manager;

- Supervise and manage ordering of supplies and services from business vendors and service contractors, including the issuing of purchase order numbers as directed;
- Coordinate the training needs of staff members and assist in training of staff as needed;
- Assists in coordination, review and response to grievances, complaints, and requests from inmates and employees, and follows through on the handling of such, in accordance with policy and procedure to the satisfaction of the local, state and federal governments under supervision of the Chief Deputy and the Jailer.
- Assists in the supervision of emergency management and planning for emergency and/or serious incidents;
- Manage special projects as requested by the Administrative Manager or directed by the Chief Deputy or Jailer;
- Assist the Operations Manager, Chief Deputy Jailer and Jailer as required and directed.
- Cross Train to perform duties of Jailer, Chief Deputy Jailer, Operations Manager, Administrative Supervisor, and Administrative Assistant Supervisor to cover those duties in the absence of those officers due to illness, vacation, and/or training.
- Other duties as directed.

ACCOUNTABILITY:

This is a highly visible and personal hazardous position. 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.