

**CURRENT OFFICE HOLDER:** SGT. ADAM T. ZORNES

**JOB TITLE:** DEPUTY JAILER:  
SUB-TITLE: PERSONNEL & TRAINING SUPERVISOR  
RANK EQUIVALENT: SGT. or LT.  
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 Training Supervisor generally assists the Chief Deputy and Operations Manager in the general routine administrative regarding facility personnel and training of facility staff as a collateral duty..

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 administrative and clerical support in the facility’s front office. Assists and reports to the Administration Manager, Operations, and/or Chief Deputy Jailer. 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 three years experience as a Deputy Jailer, and have passed a written examination for Assistant Supervisor for the facility. 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;
- 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 regarding training;
- Assist in training of staff and coordination of training schedules and records;
- Assist in management of personnel records keeping;
- 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.
- Other duties as assigned.

## **ACCOUNTABILITY:**

This is a highly visible and personal hazardous position. Reports to the Administrative Supervisor 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.