



Position Title: Jail Deputy I

Supervisor: Captain & Lieutenant

Supervises: N/A

Work Hours: This position typically works a regular 40-hour workweek plus some scheduled overtime. This position works 8 hour shifts. The scheduling is based solely on the needs of the organization. Position is subject to emergency call back status when an Executive Order is declared or if a facility emergency has occurred.

Position Summary: This position is responsible for providing a safe and secure environment to maintain and lodge all inmates remaining in the Detention Center. Oversees the daily activities and ensures that all work is completed on shift. It requires the capability of making sound, independent and immediate life, or death decisions as they are warranted. This position shall be able to be physically capable of defending themselves, fellow employees, inmates, and the community at large, at all times. This position serves as a peace officer of the Commonwealth of Kentucky for Madison County, with all the rights, privileges and duties assigned by law. In the absence of the Captain, this position would be the decision maker and supervisor on shift.

Applicants must be proficient in all Microsoft Office products. This position also requires strong writing, communication, and interpersonal skills. Applicant must be detail-oriented, a team player, and willing to work in a team-oriented environment.

Essential Duties - including but not limited to:

- Enforces all rules and regulations for the Detention Center;
- Assists other law enforcement agencies as requested and/or directed in a professional manner;
- Initiates all paperwork that has to be completed from incidents that occur during shift in a timely manner;
- Ability to prioritize, multitask and work under extreme stress;
- Conducts investigations on incidents that occur during shift;
- Acquire a minimum of 24 hours per KY State Department of Corrections;
- Communicates effectively and professionally with inmates, staff and other agencies;
- Maintains a safe and secure facility; and
- Develop clear, consistent, and well-rounded communication across the organizations to support key initiatives;
- Establishes and maintains cooperative relationships with consumer, community, employee, and public interest groups;
- Maintains the organization's image and identity;
- Maintain county supplied phone in a ready state and answer when contacted;
- Other duties as assigned.

Knowledge: Individual must be able to effectively communicate. Individual must be able to problem solve and make correct command decisions. Individual 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. A background in and/or knowledge of correctional facility functionality is preferred.

Skills: This position requires strong communication, computer skills and interpersonal skills. Individual must be detailed oriented, organized and willing to work in a team-oriented environment. Ability to read and comprehend instructions and information is required. This position must be able to maintain professionalism and calmness in all situations of extreme pressure and stress.

Education/Experience: High School Diploma or equivalent.

Additional Requirements: Valid Driver's License. 21 years of age. Legally able to work in the United States.

General Physical Requirements (Based on average workday essential functions)

Please check ONE description of general physical requirements that best represents the job duty requirements of the position:

- A. Sedentary work:** May be required to exert a nominal amount of force to lift, up to, 10 pounds and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work consists of spending most of the time sitting; walking/standing are only required occasionally on a situational basis.
- B. Light-Work/Light-Duty:** Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the exertion of force required by the job duties exceeds that of Sedentary Work and the worker still spends most of their time seated, the job is characterized as light-work/light-duty.
- C. Medium-Duty:** May be required to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. On a more regular basis, the worker may be required to constantly exert up to 10 pounds of force to move objects.
- D. Heavy-duty:** May be required to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently. On a more regular basis, the worker may be required to exert up to 20 pounds of force constantly to move objects.
- E. Very Heavy-Duty:** May be required to exert more than 100 pounds of force occasionally, and/or in excess of 50 pounds constantly to move objects.

Use the following checklists to analyze the demands of the particular job listed at the top of the page. In order to assess the extent to which an activity is required in the job, rate each activity on a scale of 1-5. Place the score in each designated blank next to the activity. Refer to the rating scale provided below as a guide to correctly filling out the checklist.

Rating Scale:

1	2 (Minor)	3 (Moderate)	4 (Moderately-High)	5(Major)
Activity or condition is rarely present, if at all.	Activity or condition is a minor requirement that exists less than 25% of work time.	Activity or condition exists on a more frequent basis between 25%-50% of work time.	Activity or condition exists very frequently and constitutes a significant portion of the job. Exceeds 50% of your worktime.	Activity or condition is a major work function and is constantly required or present on a daily basis and exceeds 75% of your work time.

Physical Demand (based on average workday)

<u>Rate</u>	
Standing	Working above shoulder/chest level
<u>5</u>	<u>5</u>
Walking	Working below waist level
<u>5</u>	<u>5</u>
Sitting	Repetitive gripping (full hand)
<u>5</u>	<u>5</u>
	Turning/Twisting
	<u>5</u>
Lifting	Bending at the waist
<u>5</u>	<u>5</u>
Carrying	Kneeling/crouching
<u>5</u>	<u>5</u>
Pushing/Pulling	Typing/Keyboard
<u>5</u>	<u>5</u>
	Handwriting
	<u>5</u>
Stairs	Telephone Use
<u>5</u>	<u>5</u>
Ladders	Other _____ %
<u>0</u>	<u> </u>

Comments:
