

Jail Matron Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work maintaining safety and security for the inmates and the public, when transporting inmates to other facilities and jail, and related work as apparent or assigned. Work is performed under the limited supervision of the Administrator - Jail.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Assists with transports of inmates to and from jails, prisons, court, hospitals, dentists, and documentation of transports and solo transports of inmates.
- Assists in transports from mental health units in hospitals to court and to regional treatment centers.
- Assists other corrections officers in the jail with pat searches, showering new arrests, filling out behavioral inmates sheets, assists in inmate fights, pucks up medication for nurses; assists with ambulance transports of inmates.
- Maintains court security; operates metal detector; maintains security for jurors and courts acts as liaison between judges and defendants in court.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of transport processing, behavioral sheets and transport book log; general knowledge of standard office equipment; thorough knowledge of transport vehicles and metal detectors; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires walking, climbing or balancing and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and wearing a self contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Training: Taser Chemical; CPR/First Aid; Use of Force; Court Security Training; Interpersonal Communication Skills; DOC On-line Training
Valid driver's license.