

E-911 DISPATCHER/CORRECTIONS OFFICER

MINIMUM EDUCATION, TRAINING - EXPERIENCE

- Must be 21 years of age
- Must hold High School Diploma or Equivalent.
- Ability to obtain NCIC/Iowa and EMD certification within 6 months of hire.
- Computer experience preferred, must be willing to learn.

ESSENTIAL DUTIES REQUIRED

- Respond to and operate police, fire, and emergency medical services radios, telephone, teletype and related Communication Center equipment.
- Route messages to law enforcement and emergency units in accordance with prescribed procedures.
- Maintain accurate records, reports and messages.
- Knowledge of local streets, highways and county roads.
- Ability to think and speak clearly and act effectively in emergency situations.
- Ability to understand and follow written and oral directions.
- Ability to maintain an effective working relationship with other employees and respond to the general public in a courteous, prompt manner, both on telephone and in person.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

- Ability to enforce rules, regulations and disciplinary measures with firmness and impartiality.
- Ability to keep accurate records and reports.
- Ability to exercise good judgment during emergencies and high levels of stress.
- **Must be willing to respond to an on-call basis.**
- **Employees must be willing to work nights, weekends and Holidays.**

CORRECTIONS

As per Section 356.1 and 356.2 Code of Iowa, it is the responsibility of the County Sheriff to maintain the County Jail. It is therefore the duty of the Corrections Officer to assist in safe and efficient operation of the jail.

Duties of the Corrections Officer are as follows:

- Serving inmate meals and removing containers and utensils when utilized.
- Making physical and visual checks of inmates as required in Policy Manual.
- Responsible for booking in and releasing inmates. Keeping both hard files and computer entries accurate and up to date. Narrative reports will be included in inmate(s) file regarding Court appearances and action taken when bond is posted.
- Finger printing and photographing of inmates.
- Responsible for inmate's laundry and providing inmate supplies for cleaning of the jail and removal of supplies from the jail.
- Schedule inmate visitation with Attorney, Clergy and family members.
- Dispensing and logging of inmate medication(s).
- Notify the Sheriff/Jail Administrator of all rule violations and any problems requiring immediate attention. Rule violations should be both in verbal and writing.
- Immediately report any physical /mental harm of inmates to Sheriff/Jail Administrator.

- If physical force is required, each involved staff person shall provide a written report to the Sheriff
- Also IMMEDIATE verbal notification.
- Treat each inmate with respect and professionalism.
- Follow any and all other rules and regulations set out in the Policy Manual or as directed by the Sheriff or your Supervisor.

SALARY

- Entry Rate is \$14.06 per hour plus benefits.
- Maximum Rate is \$18.33 per hour plus benefits and longevity pay.