

JOB CODE: 1106-32

JOB TITLE: Dispatcher/Jailer

**GENERAL JOB
DESCRIPTION:**

The Dispatcher/Jailer serves as a point of contact through which information is received and disseminated. Represents the Department to all with whom they communicate. Performs skilled work receiving complaint calls and requests for emergency services and dispatches required services to the location requested, and maintains logs and records of such. They carry out jail custody functions by maintaining security for the lockup facility, by observing and responding to the physical needs of incarcerated individuals and by maintaining records and information concerning prisoners. They work under the general supervision of the Sheriff.

**AREAS OF RESPONSIBILITY
AND WORK PERFORMANCE:**

Receives complaints and requests for emergency services by telephone or in person and dispatches the appropriate services to the proper location.

Maintains accurate and readable telephone and radio logs.

Maintains records on all calls and requests received for service.

Enters and disseminates information on in-house and statewide computers.

Receives weather warnings and relays them to appropriate officers and to civil defense personnel.

Monitors alarm systems functional.

Operates and changes tape in monitor recorder as required.

Operates civil defense tests and disaster communications.

Monitors visiting rooms.

Checks and maintains security of lockup facility at all times.

Maintains cleanliness and order in lockup facility at all times. Launders bedding and towels once a week, and uniforms twice a week.

Receives incoming telephone calls and visitors to jail area.

Receives and releases Huber prisoners as scheduled.

Observes actions of prisoners and informs supervisory personnel of any developments or activities which should be brought to their immediate attention with respect to prisoner activities.

Assists in other activities in the lockup which may be appropriate and necessary to maintain order.

Performs incidental bookings, searches, issuing clothing and locker for personal property, etc., as required by the Sheriff.

Feed and/or oversee the feeding of inmates.

Dispense medications when appropriate to inmates and keep records of such.

When appropriate, shall see to inmates' needs and requests, canteen purchases, etc.

Performs other related duties as required.

KNOWLEDGE, SKILLS

AND ABILITIES: Considerable knowledge of street and highway systems in the County.

Considerable knowledge of the capabilities of the county communications system and working knowledge of communication system.

Working knowledge of the Federal Communications Commission (FCC) rules and regulations applying to radio operators responsibilities.

Marked skill in the use of the following equipment: Telephone, radios, teleterminal, typewriter, console for door locks and jail cell, monitoring devices, 911 computer system and state terminal.

Ability to read maps and give good directions.

Ability to think and speak clearly, use good judgment and react quickly in emergency situations.

Ability to analyze a situation accurately and to take or suggest an effective course of action.

Ability to maintain security and safety in the lockup facility for staff and prisoners.

Ability to properly handle various incarcerated individuals by using the proper balance of authoritarian control and humane treatment.

Ability to work effectively, both physically and mentally, under all conditions encountered.

Ability to develop skill in the use and care of county equipment used within the lockup system.

Ability to keep and maintain records.

Some knowledge of first aid practices.

Ability to deal with the public and other employees in an acceptable manner.

Ability to understand and effectively carry out oral and written emergency procedures and ability to understand Policy and Procedures that have been developed and changes that may occur in the future.

Ability to obtain Certificate for State of Minnesota Terminal Operators, must be able to pass certification and pass 2-year re-certification on State Terminal use.

Attendance to annual Department of Corrections, refresher courses, including dispensing medications, first aid, and other mandated requirements.