



City of Humble

Employment Opportunity

Civilian Jailer

Job # PD-20221104-CJ

DATE POSTED: November 4, 2022
JOB TITLE: Civilian Jailer
JOB CLASS: Full Time
REPORTS TO: Jail Lieutenant
WORK HOURS: Varying Shifts
(Overtime as required)

OPEN UNTIL: Filled
FLSA STATUS: Non-Exempt
DEPARTMENT: Police
LOCATION: 310 Bender
ESSENTIAL: Yes

POSITION SUMMARY: The Civilian Jailer will work primarily in the Humble Holding Facility, but will be available to take walk-in/phone-in reports (minor in nature) in the lobby and elsewhere in the Police Department building. The Civilian Jailer performs a wide variety of duties associated with the processing, safe housing and monitoring of detainees in the Humble Holding Facility. Exposure to a considerable amount of confidential and personal information is common in this position, and as such, it must be staffed with a trustworthy individual.

Duties and Responsibilities:

- Enter information into the various computer databases as assigned;
- Cleans the facility and insures all equipment is well maintained and in good working order;
- Inventories and maintains the supplies associated with the facility;
- Maintains order and discipline in the facility;
- Makes reports of all incidents occurring in the facility;
- Reviews legal documents pertaining to detainees and takes necessary actions;
- Conducts required inspections and jail checks of the detainees, the facility, and all property coming into the location, and maintains computer logs of these events;
- Fingerprints and photographs detainees at the facility;
- In process/out process all detainees; completes required book-in sheets, obtains signatures from detainees on required documents, checks in and logs detainee's personal belongings and safe guards that property;
- Properly classify prisoners for housing location;
- Cares for, feeds and checks on each detainee's welfare at regular intervals;
- Summons medical attention for detainees when requested;
- Answers general inquiries relating to detainees from the public, whether in person or by phone;
- Prepares paperwork and detainees for release or transfer to other facilities;
- Takes walk-in and phone reports regarding from citizens, and enters reports in police computer system;
- Obtains and maintains applicable accreditation and recognition standards per department policy; and
- Performs other duties as directed by the Chief of Police or his designee.

Knowledge, Skills, and Abilities:

- Ability to communicate with diverse groups of individuals using tact and diplomacy;
- Ability to perform duties with competent, professional work ethics, which require the ability to make rational and sound decisions;
- Ability to hear and understand oral communications, both in person and by telephone and radio;
- Must possess a substantial degree of competency in areas such as typing, filing and data entry. For example, typing skills should meet or exceed the delivery of 30 words of text per minute (corrected);
- Must possess the ability to comprehend laws and ordinances from a law enforcement context;
- Must possess the ability to relate to members of the public and communicate effectively with persons of all ethnic, social, religious, and economic backgrounds;
- Must possess the ability to remain calm and effective when confronted with hostile, angry or confused individuals;
- Must be able to handle conflict and uncertain situations;
- Must be observant to attention and detail;
- Must be able to prioritize and multitask in an environment with frequent interruptions;
- Must be able to recognize and analyze irregular events and activity; and

- Ability to present a positive image of the City at all times.

Minimum Requirements:

Required:

- Must be AUTHORIZED to work in the United States on an unrestricted basis;
- High school diploma or G.E.D. equivalent certificate;
- Minimum age requirement – 18 years of age;
- Must possess and maintain a valid Texas Driver's License;
- Must be able to proficiently read, write and comprehend the English language;
- Must possess and maintain adequate visual acuity and hearing ability to read, write, hear, and speak clearly in person and by telephone;
- Must possess computer skills that allow one to efficiently utilize programs that relate to word processing and other types of programs as required by the department, such as Microsoft Outlook, Word, Excel, etc.;
- Must not have been convicted of any Felony or Class A Misdemeanor criminal offenses;
- Must not have been convicted of any Class B Misdemeanor offenses within the past ten (10) years and must not have been convicted of any crimes involving moral turpitude;
- Must have demonstrated a positive past work history with a good attendance record, and be punctual;
- Must possess and maintain a good credit history and financial record;
- Must be able to pass a background check; and
- Must be able to pass a drug and alcohol screening and physical abilities test.

Preferred:

- Bilingual
- Six months public safety/jail experience or training

Other Requirements:

The Civilian Jailer will be required to maintain a high level of training and education relative to their role within the organization, and specific training courses will be required. Required training shall include the following either before appointment or within one year of hire when possible:

- Public Information Training
- Basic Property and Evidence handling and storage
- Additional Training as required

Physical Demands/Working Conditions:

The primary setting of this job is a controlled office environment. You may have to sit or stand for extended periods, and experience periods of working under tight schedules and deadlines, dealing with multiple distractions, and addressing difficult situations with the public.

Essential Position:

This is a position that is essential to the provision of emergency services during and/or following a disaster. Part-time employees in this position may be requested to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

The statements contained in this job description reflect general circumstances that describe the principal functions of this job, the level of knowledge and skill typically required, and the necessary scope of responsibility. It is not an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including working in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.