



## Adult Jail Administrator Job Description

<b>Job title</b>	<i>Adult Jail Administrator "W.C. "Dub" Brassell Adult Detention Center"</i>
<b>Reports to</b>	<i>Undersheriff/Chief Deputy and Sheriff</i>

### **Job Summary**

The Jefferson County Sheriff's Office is currently accepting applications for the position of **Adult Jail Administrator**. The Jail Administrator, under the direction of the Undersheriff and Sheriff, plans, organizes and performs duties related to the daily operation of the W.C. "Dub" Brassell Adult Detention Center. This has a salary range of approximately \$50,000 to \$61,600 annually, depending on Qualifications. The W.C. "Dub" Brassell Adult Detention Center is the responsibility of the Jefferson County Sheriff and houses up to 316 detainees per day with a current staffing of 21 Deputy Jailers. The Jail Administrator is responsible for all aspects of the jail and the employees working there.

### **Duties and responsibilities**

Duties and Responsibilities will include:

- Assists in the screening and hiring of applicants to work as Deputy Jailers in the detention facility.
- Develops and maintains scheduling of personnel for efficient & effective operation of the jail.
- Assist in the preparation and management of yearly budgets and effectively manage financial, informational, and physical resources to achieve Departmental objectives in accordance with Federal, State, and County policies.
- As assigned by the County Sheriff; plans, develops and evaluates department goals, objectives, policies, and procedures; assesses and evaluates departmental operations and activities and makes recommendations for improvement. Monitors and reviews trends in detention and criminal justice and recommends operational and policy improvements. Assures effective communications of detention issues and any changes in procedures and protocols.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning and work assignments; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
- Performs a variety of specialized functions in areas of expertise as assigned, including field training, professional standards, administrative services, court security, jail and detention facility duties, and related functions.
- Maintains jail records, oversees detainee grievances; on rare occasions; transports detainees to and from courts and other jurisdictions or facilities as required. Completes a variety of reports and documents required for detainee incarceration and release, receives, and secures bonds on an occasional and temporary basis.
- Aid Jefferson County Sheriff's Office Training Division Commander in the development of a training plan for all staff.
- Completes detailed reports and required paperwork; and performs follow-up investigations as required.
- Monitors telephone and video calls and visitors of detainees including families, conducts, and/or supervises the conduct of internal investigations in the jail or involving detention staff transporting detainees.
- Follow established Department policies and those outlined in the Jefferson County Sheriff's Office Employee Handbook.
- Other duties may be assigned at the discretion of the Undersheriff/Chief Deputy or Sheriff to fulfill the needs, objectives, and/or goals of the Jefferson County Sheriff's Office.

### Marginal duties and responsibilities

- Assures the effective cleaning and maintenance of the detention facility, vehicles and equipment as assigned
- Operates and supervises the operation of a NCIC terminal
- Other related duties as deemed necessary or as required

### Experience

5 years of experience as a Detention Officer/Deputy Jailer or equivalent position in related field, including 3 years in a supervisory role.

### Education

High School Diploma/GED required. Prefer completion of a certified course in jail management. Associates or bachelor degree preferred.

### Qualifications

- Must possess a valid Arkansas driver's license with the ability to be on call 24 hours a day.
- Thorough knowledge of the laws and statues of the State of Arkansas; along with all principles and practices of detention management.
- Knowledge of the principles and techniques of photography and finger-printing.
- Ability to apply and train others in regulations regarding jails and confinement of detainees and of the principles, techniques, and practices involved in detainee care and maintenance.
- Remain calm in stressful situations and to apply logical thinking in determining a proper course of action in a minimum amount of time.
- Ability to establish and maintain effective working relationships with and interact with supervisors, detainees, other law enforcement agencies, and the public.

**Accountability:** Assure that the jail is operated in accordance with modern correctional procedures, and in accordance with all local, state, and federal laws and regulations related to corrections and jail operations. Including housing, feeding, clothing, medical care, recreation, safety and education of detainees

**Supervision:** Supervision of a staff of 30-60 full/part-time employees.


**Working Conditions:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The applicant will need to complete an application by either going to [jeffcoso.org](http://jeffcoso.org) or coming to the Jefferson County Sheriff's Office at 410 E. 2<sup>nd</sup> Avenue, Pine Bluff, Arkansas. The applicant will be able to pass a psychological testing, background interview, physical and drug screen. Successful applicants will then be scheduled to meet with the Sheriff and his designee for an interview.

***The Jefferson County Sheriff's Office is an Equal Opportunity Employer***

Job Type: Full-time

Salary: \$50,000.00 to \$61,601.00 /year

<b>Approved by:</b>	
<b>Date approved:</b>	9/17/2018
<b>Reviewed:</b>	9/17/2018