

# CALLAHAN COUNTY SHERIFF'S OFFICE

## JOB DESCRIPTION

### JAILER/TELECOMMUNICATOR

#### JOB SUMMARY:

Night shift 10-12 Hrs.

Multi-tasking is a must

Answer and dispatch call's efficiently and effectively

Answer 9-1-1/Admin lines/Radio

Maintain safety in the jail for inmates and officers

Disperse medication/food to inmates

#### JOB DUTIES:

Book Prisoners

Do hourly checks on inmates

Answer/dispatch calls for all departments in the county-  
Police/Fire/Medics

Maintain accurate Radio/CAD/Jail logs

Operate all office computers and machines

#### PHYSICAL DUTIES:

Must be able to go up and down stairs numerous times a day

#### WORKING CONDITIONS:

This job is mainly indoors but you will have a few hours a week that you are required to go outside to supervise inmates at recreation

## **EDUCATION REQUIRED:**

**A high school diploma or equivalent is required**

**TLETS certification within 6 months of employment**

**Jailer's license/Physical Skills Training will be required within 1 year of employment**

**You will be trained on how to answer calls on 9-1-1**

## **EXPERIENCE:**

**Experience is a plus but not required**

## **SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:**

**Ability to multi-task and prioritize calls**

**Ability to read maps and give directions to departments in a clear manner**

**Ability to communicate with the public in a professional manner as well as your co-workers**

**People/Phone/Computers skills are a must**