



## CLASS SPECIFICATION

**Class Title:** Jail Operations Specialist I  
**Department:** Sheriff  
**FLSA:** Non-Exempt

**Class Code:** 6686  
**Grade:** 11  
**Eff. Date:** 03/01/2018  
**Revised:** 12/01/2021

### GENERAL PURPOSE

Under the general supervision of a Corrections supervisor, performs a variety of specialized security duties to maintain the safety and security of the Correctional Officers. Monitors inmates in housing unit control pods, responding to situations as they arise, and performs clerical duties to facilitate the booking of inmates at the Davis County Correctional Facility.

### EXAMPLE OF DUTIES

Assists Correctional Officers with the safety and security of inmates and staff in the housing unit and control pods; monitors the well-being of Correctional Officers conducting security rounds in assigned areas. Operates a wide variety of jail facility security and safety devices inside the control centers; directly operates safety devices controlling the movement of inmates. Responsible for the safety and security of Corrections staff and inmates.

Verifies identity of individuals entering and leaving the correctional facility.

Maintains visual observations of inmate movement and activity from control pods; maintains vigilance for perceived threats, fights, medical and other emergencies, or any illegal activity, and uses radios to call for assistance. Documents all inmate activity such as meal pass, medical watches, visiting, court and recreation. Maintains accurate log of all inmate movement in and out of assigned area. Writes reports, as necessary, on inmate activities.

Controls interior and exterior doors of the correctional facility. Monitors visual and audio systems in Central Control; reports disruptions in the booking area to a Correctional Officer or supervisor; monitors radio transmission for emergency situations.

Screens outgoing inmate mail for irregularities or violations; monitors unauthorized inmate-to-inmate communications.

Intake duties/responsibilities: answers and routes incoming call-in questions; assists callers who receive threatening calls from inside the jail; receives calls on serious injury, illness, or death notifications regarding inmates. Performs other routine duties that support the booking process including, but not limited to, logging information, issuing clothing, answering routine questions, and completing an inventory of needed supplies. Performs inmate screenings by gathering information (e.g. physical/mental health histories, legal documents and other pertinent information) from inmates and other sources of information.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

High school graduation or equivalent.



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*Preference for* directly related experience.

**Career Ladder:** This position is part of a career ladder job series. Incumbents in this classification may be eligible to advance to Jail Operations Specialist II on her or his eligibility date, after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence. An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

### 2. **Special Qualifications:**

Must be at least 18 years of age.

Must pass the Davis County Sheriff's Office background investigation.

### 3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** jail security practices and procedures; Central Control operations and equipment; principles and practices of custody and control; inmate behavior patterns; booking procedures; modern office practices and procedures; all applicable software applications; professional telephone etiquette.

**Skill in:** using jail safety/security devices; keyboarding and data entry.

**Ability to:** work inside a secure correctional facility, work independently inside a secure control room for extended periods of time; interact directly with inmates; observe, identify and effectively react to various security situations or emergency conditions and make effective decisions; monitor visual and audio security systems; operate all applicable computer hardware and software applications; perform data entry; comply with all uniform requirements; perform multiple tasks simultaneously; operate multi-line telephone and modern office equipment; perform basic mathematic computations accurately; perform routine and detailed clerical duties requiring some exercise of independent judgment; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

## WORKING CONDITIONS

Sit for extended periods of time; work rotating shifts, including evenings, holidays, and weekends.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***