



## CLASS SPECIFICATION

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

**Class Code:** 6689  
**Grade:** 15  
**Eff. Date:** 03/01/18

### GENERAL PURPOSE

Performs routine and technical duties and first line supervisory duties. Performs a variety of specialized security duties to maintain the safety and security of the Officers. Monitors inmates in housing unit control pods, and performs clerical duties to facilitate booking of inmates at the Davis County Correctional Facility.

### EXAMPLE OF DUTIES

Supervises and monitors the work of others; evaluates employee performance in compliance with Davis County Policies and Procedures and practices; addresses and documents performance problems in a timely and efficient manner; initiates and implements disciplinary action as directed.

Creates and maintains employees work schedules; maintains required staffing levels; schedules and approves employees leave.

Trains new Jail Operations Specialists.

Monitors the Correctional Officers to maintain their safety while in the housing units. Coordinates with Correctional Officers regarding the needs of the inmates.

Operates a wide variety of jail facility security and safety devices inside the control centers; directly operates safety devices inside control centers controlling the movement of inmates, thereby being directly responsible for the safety and security of Corrections staff and inmates.

Verifies identity of individuals entering and leaving the correctional facility.

Assists Correctional Officers with the safety and security of inmates and staff in the housing unit control pods; monitors the well-being of Correctional Officers conducting security rounds in assigned areas. 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 jail 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 calls from employees, attorneys, judges, and bail bondsmen with 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



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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, plus at least four (4) years of full-time experience as a Jail Operations Specialist or directly related experience with the Davis County Sheriff's Office. Up to two (2) years of previous supervisory experience may be substituted for Jail Operations Specialist experience on a year-for-year basis.

Preference for at least one (1) year of full-time experience in a supervisory role.

#### 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 applicable all computer hardware and software applications; perform extensive data entry; sit for extended periods of time; work rotating shifts, including evenings, holidays, and week-ends; 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; follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

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.**