

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### JAILER

Civil Service Status: Competitive  
Probationary Period: One (1) year  
Classification Series: Police – Civilian Non-Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association  
Approved by City Council: December 7, 2009  
Resolution No.: 2009-125

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under direction of the Police Management, this non-sworn, non-peace officer, uniformed position operates the Police Department jail facility; receive and process prisoners; books, photographs and fingerprints arrestees; maintains records related to arrestees in custody; may be assigned to work night shifts, weekends, holidays or other unusual hours; and does related work as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Responsible for the receiving, searching, fingerprinting, photographing and transportation of arrestees in custody;
- Observes and checks persons in custody to assure their health and safety;
- Issues food, supplies and medicine if prescribed;
- Stores, accounts for and returns personal property of persons in custody;
- Receives and accounts for bail monies;
- Required to accurately and complete/prepare receipts, reports, forms, logs and makes computer entries and inquiries necessary in the processing of handling arrested persons and prisoners including citations;
- May be required to testify in court;
- Processes prisoners for release;
- Disseminates information to court employees, police employees, bonds persons and family members;
- Assists in preparing prisoners for court appearances and in transporting and releasing prisoners to the custody of the court, other agencies or from custody;
- Maintain a safe/secure jail facility and account for all arrestees in custody;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Office procedures, practices and equipment;
- Correct grammar, punctuation, spelling and vocabulary;
- Filing system;

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#### **Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Touch type at least 20 words per minute.

#### **Ability to:**

- Accept close supervisory criticism and/or discipline and work within and established chain of command organizational structure;
- Deal effectively with often hostile and/or intoxicated persons gaining compliance to instruction through verbal persuasion;
- Perform prisoner searches when circumstances required;
- Act in a decisive manner using good judgment, common sense and reason;
- Read, write and comprehend written and oral directions;
- Learn and understand policies, procedures, rules, instructions, police literature, together with an aptitude for Law Enforcement work;
- Learn and utilize highly specialized software to enter and retrieve data;
- Communicate effectively both orally and in writing;
- Work effectively with other employees;
- Stay composed and work in stressful conditions;
- Remain calm and respond effectively in emergency situations;
- Handle confidential information with discretion;
- Work rotating shifts, weekends, holidays and emergencies;
- Work in confined quarters for extended period of time;
- Effectively handle stressful situations;
- Work overtime as requested;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on the job training and meet or standards of performance or higher for the classification by the end of probationary period.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)
- Two (2) years of experience in general office work or working with people.

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**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record;
- Successfully complete an approved Formalized Course Academy of Instruction (California Standards for Corrections, Title 15) within one (1) year of Jailer.

**Special Requirements:**

- Must pass a Police Departments background check;
- Requires wearing uniforms and working in closely situated working area;
- Must demonstrate the ability to touch type at least 20 words per minute accurately.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.