

# NOTICE OF VACANCY

## Jailer

**Grade VI Starting Pay \$12.24 - \$17.49 (Pay Based on Qualifications)**

**State Retirement -Tier 1 Benefits  
VSP Vision Insurance  
Vacation/Sick Leave/Holiday**

**Blue Cross Blue Shield Health & Dental  
County Paid Life Insurance**

<b>Division</b>	<b>Department</b>	<b>Location</b>	<b>Reports to</b>
Sheriff	Jail	Dale County Jail	Chief Jailer

### Job Summary

Maintains security of jail and its inmates. Responsible for proper admission and release of inmates and appropriate records. Supervises work of trustees. Ensures inmates are provided proper health care. Performs dispatching and reception/referral duties.

### Duties and Responsibilities

Secures and maintains security of prisoners and jail. Checks to make sure all entrance and exit doors are locked. Ensures all keys are accounted for at all times.

Places and locks each inmate in a cell after booking and searching procedure is complete and records where each inmate is placed. Makes periodic checks of prisoners confined to jail.

Dispatches units in response to request for assistance or complaints.

Maintains radio contact with all patrol units and maintains radio log. Receives all incoming telephone calls and complaints.

Completes all booking reports, fingerprints, and photographs. Maintains various records including booking and release of inmates.

Searches prisoners for weapons and contraband. Searches, records, and stores prisoner's personal property and has prisoner sign for property when taken and returned.

Maintains accounts of receipts for fined and cash bonds and makes sure of proper release of prisoners by court, bond, or transfer.

Responsible for making sure the jail is clean, trash is removed, meals are delivered, and so forth. Maintains the health and welfare of the prisoners including disbursing medication and contacting the appropriate medical personal when necessary.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or visit our Website [,www.dalecountyal.gov](http://www.dalecountyal.gov).

**Deadline for accepting applications is April 03, 2024.**

Dale County is an Equal Opportunity Employer