DEFINITION
Under general supervision, trains, coordinates work assignment, and supervise staff engaged in monitoring the safety and welfare of arrestees in custody.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, department-related duties.

TASKS
- Participates in receiving, identifying, processing and monitoring prisoners;
- Creates record forms indicating arrest charge, personal property, court date and description of prisoner;
- Reviews court documents for public records for compliance to city, county, state, and federal laws, policies and procedures.
- Schedules work activities and shifts, trains, develops, and evaluates job performance of assigned staff in conjunction with command staff;
- Assists with budget preparation, quarterly and annual reports, division/section goals and objectives;
- Develops and/or revises division’s policies and procedures for recommendation to Police Administration;
- Ensures proper care of arrestees and coordinates the day-to-day operations of the jail in a safe and efficient manner.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing law enforcement
- Skilled in effectively communicating verbally and in writing, following and providing oral and written instructions and establishing and maintaining productive working relationships with both external and internal customers;
- Ability to manage, delegate and evaluate work activities staff, prioritize and schedule division’s activities, perform essential duties with little to no immediate supervision and maintain professionalism in the face of challenges;
- Proficient in the use of a personal computer hardware and industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Must be able to lift and pull up to 25lbs. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates degree in Law Enforcement, Criminal Justice or closely related field, successfully passed the S.T.C. Jailer Core Course AND three (3) years experience working in law enforcement. Must possess at the time of application and maintain a valid California Driver’s License. Other certifications by California State Department of Corrections may be required.