

One of the Sheriff's Constitutional Duties:

The Sheriff is the keeper of the county jail, required to take charge and custody of the prisoners therein and to receive those lawfully committed and keep them until they are discharged by law.

DEPUTY, JAIL DIVISION

Some of the duties and responsibilities of a Jail Deputy are:

1. Process paperwork of those individuals arrested and brought to jail.
2. Take fingerprints and photographs of those incarcerated.
3. Write, maintain and update official records, incident reports, etc.
4. Transport inmates to and from cell areas and to appointments as necessary.
5. Maintain discipline and order within the jail.
6. Control violence within the inmate population.
7. Provide for the safety and security of all other employees.
8. Provide for the safety and security of inmates.
9. Working hours will be spent inside and amongst inmates in the housing areas performing security checks, cell and inmate searches, recreating, feeding and handling inmate problems.
10. This list of duties is not all inclusive and other duties or tasks may be assigned as needed.

JOB REQUIREMENTS:

A. Written Comprehension

1. Ability to read and comprehend narrative hand-written materials to include pass-on logs, incident reports, etc.
2. Ability to read and comprehend printed materials; such as Standard Operating Procedures (SOP's), TCA, etc.
3. Ability to read and comprehend computer screen information, and input information and data.
4. Ability to prepare hand-written activity logs, and narrative incident and offense reports in a legible and grammatically acceptable manner to permit comprehension by the receiving party.

B. Verbal Comprehension.

1. Ability to understand and exchange information with supervisors and coworkers when receiving assignments, instructions, and shift change information, and while performing assigned duties and tasks.
2. Ability to understand and exchange information with co workers, inmates and members of the general public; including judges, attorneys, jurors, records personnel, facility maintenance personnel, etc.
3. Ability to provide verbal direction to excited and agitated inmates and individuals under arrest, in a manner to effect compliance and conformance to directives.

C. Mathematical Capabilities.

1. Ability to add, subtract, multiply, and divide.

D. Visual Capabilities.

1. Ability to read small print when referring to computer screens to obtain information necessary to the performance of duties.
2. Ability to detect potentially dangerous behaviors or activities when confronting inmates and arrestees.
3. Ability to discern and detect movement or other suspicious circumstances and activities.
4. Ability to identify colors when performing searches of individuals. Preparing personal descriptions requiring entry of color of eyes, preparing written description of personal property in describing color of jewelry or personal items.
5. Ability to detect smoke from cells or other areas within the building.
6. Ability to make visual security checks both inside and outside of the facility.
6. Visual acuity must be correctable to 20/20 for both eyes.
7. Color vision must be normal.

E. Auditory Capabilities.

1. Ability to hear alarms.
2. Ability to hear and understand information received over the telephone, radio, and intercom.
3. Ability to distinguish and identify sounds from unseen sources indicating the presence of abnormal and possibly dangerous circumstances within the facility.
5. Must have hearing that is within the normal range as defined by nationally recognized audiometric standards, or that surpasses the normal range.

F. Olfactory Capabilities.

1. Ability to detect the presence of smoke.
2. Ability to detect the presence of alcoholic beverages or illegal drugs.

G. Physical Capabilities.

1. Ability to pass a physical examination if offered at the time of employment.
2. Ability to protect oneself or another officer if required.
3. Ability to drag unconscious individuals for up to 50 feet when pulling injured victims out of harms way.
4. Finger dexterity, and hand and arm steadiness when firing the duty weapon and when operating the computer keyboard.
5. Eye, hand, and arm and feet coordination when operating a motor vehicle.
6. Eye, ear, and finger coordination when firing the duty weapon.

This position requires the candidate to:

- Be a United States citizen.
- Be a Montgomery County Resident or a Tennessee resident of a County contiguous to Montgomery County.
- Be at least 21 years of age.
- Have no felony arrests.
- Have no misdemeanor convictions within the last 5 years.
- Not to have been charged with any domestic violence offense.
- Possess a High School Diploma or equivalent.
- Possess a valid Tennessee Drivers License.
- Be able to work 8.6 hour shifts, Holidays, weekends and overtime as required.
- Have acceptable credit.
- Pass the Pre-Employment test & Oral Interview.
- Pass a physical (to include a drug screen).
- Meet the psychological standards required by the Montgomery County Sheriff's Office pursuant to TCA38-8-106.
- Successfully complete the Jailer Basic Course presented by TCI.

Hiring procedure is as follows:

1. Criminal History check.
2. Credit review. (No judgments or Collections)
3. Law Enforcement Entrance Examination.
Attain a minimum passing score on the pre-employment test.
4. Board Interview.
Successfully pass an oral interview.
5. Thorough background investigation.
6. Psychological evaluation.
7. Physical examination. (to include a drug screen)
8. Qualification with an issue weapon.

Salary: Salary: \$13.88 per hour, 43 hour work week, \$31,035.68 yearly wage.

NOTE: We care for those incarcerated on a 24 hours basis, seven days a week, 365 days a year, The Jail Division works an 8.6 hour shift, totaling 43 hours per week. Employees work on a rotating day off cycle, each cycle lasting 4 weeks. Individuals unable to work an 8.6 hour shift to include weekends and Holidays need not apply.

The application you submit will be kept for a period of one year from the date of submission.