



OFFICE OF THE
SHERIFF OF MADISON COUNTY

720 Central Avenue

Anderson, Indiana 46016

Scott C. Mellinger
Sheriff

Joey Cole
Major

Administration/Records
765-646-9290
Fax
765-646-9296

Chaplain's Office
765-646-4077

Civil Office
765-641-9619
Fax
765-608-9704

Detention Center
765-646-9285

Investigations
765-646-9281

Sex Offender Registry
765-646-4055

Victim Advocate
765-646-4078

Website

www.madisoncounty.in.gov/Sheriff.html

12/17/15

To Whom It May Concern:

The Madison County Detention Center is accepting applications for (4) full time civilian jail officer positions, and (1) part time civilian jail officer position. If you are interested please submit an application to the Madison County Sheriff's Department. All applications must be submitted prior to December 31, 2015.

You may pick up an application by visiting our records department at 720 Central Ave. Anderson, In (Tuesday-Friday 08:00a.m.- 4:00 p.m.) or by visiting our website www.madisoncounty.in.gov
Pay - \$14.81 per hour

Tyler Jugg
Assistant Jail Commander

12/17/15

POSITION: Civilian Jail Officer / Jail
DEPARTMENT: Madison County Sheriffs Department
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: September 1985 STATUS: Full-Time
DATE REVISED: February 1998 FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Civilian Jail Officer for the Madison County Sheriffs Department and is responsible for maintaining security and order in the jail facility.

DUTIES:

Monitors intercom -radio terminals and operates electronic keyboards that control Detainees activities in cell blocks including locking doors, turning off lights, televisions, and showers.

Types and logs all activities occurring on designated floor by Officers, Detainees, and Trustees.

Maintains and updates official logs and records including behavior and book-in cards.

Distributes request forms, grievance forms and razor request slips to Detainees as needed.

Responds to Detainee inquiries and provides cellblock cleaning materials as needed.

Opens cell blocks to allow Detainees to move to designated areas for Commissary purchases, Visitations, Court proceedings, Releases, Attorney visits or Ministerial visits.

Assists other Officers with settling verbal and physical disputes among inmates.

Operates Commissary and checks Detainees for proper and sanitary clothing and towels.

Supervises Trustees and oversees duties performed according to Jail Rules and Security Regulations.

Periodically assists in administering emergency first-aid measures.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Knowledge of prescribed jail procedures and routines; ability to perform standardized tasks in maintaining security and order in Madison County Detention Center.

Practical knowledge of area Law Enforcement demands, and ability to take authoritative actions when situations demand.

Knowledge of and ability to use all assigned department equipment and weapons.

Ability to legally operate non-emergency department vehicles.

Ability to appropriately receive, maintain and account for articles received in evidence.

Ability to maintain accurate records and logs.

Ability to effectively communicate with the public, other officials, and agencies.

Ability to type and operate keyboard control board and standard office equipment including copier, calculator and telephone.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in an office environment and in the field, and is frequently exposed to the normal hazards associated with enforcement of the law. No prolonged, extreme physical demands are associated with normal duties or assignments.

|
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Non-routine relationships with law offenders to gain concurrence with full enforcement of laws in situations what jeopardize public's and incumbent's safety.

Reports directly to Shift Supervisor (Sergeant, Corporal, Officer In Charge of Shift) and/or Jail Commander.

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Madison County is an Equal Opportunity Employer