



CLASS TITLE:	DETENTION OFFICER
HOURLY RATE:	\$12.7513 / GRADE 507
DEPARTMENT:	POLICE

GENERAL DESCRIPTION OF CLASS:

The purpose of the class is to ensure the safety and security of the jail and its inmates. The class is responsible for securing the facility, processing the inmates, managing personal property, running security checks, and some clerical duties. The class works according to set procedures under direct supervision.

ESSENTIAL TASKS:

Books, fingerprints, and photographs the inmates.

Feeds the inmates and checks their well-being.

Inventories, stores and secures inmate's personal property.

Maintains the security of the jail and the safety of the inmates.

Searches inmate and performs cell checks for contraband.

Maintains jail records release forms, log sheets and other documents.

Attends to any emergency needs of an inmate or officer.

Cleans jail and booking areas.

Performs related tasks.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires copying, transcribing, entering, or posting data or information.

PEOPLE INVOLVEMENT:

Requires following instructions and orders of supervisor.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools, or equipment requiring brief instruction or experience such as vacuum sweepers, control door panels, commercial kitchen equipment, computer for data entry, fax machines, complex copiers, telephone systems, or other similar equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing routine work using common sense.

MATHEMATICAL REQUIREMENTS:

Requires performing basic addition and subtraction.

LANGUAGE REQUIREMENTS:

Requires reading basic sentences, instructions, or work orders; writing simple sentences and completing uncomplicated job forms; speaking sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires clerical or manual tasks prescribed by standard practices, but which may require computation, several procedures, and independent judgment with obvious choices; requires normal attention for accurate results.

JUDGMENTS AND DECISION-MAKING REQUIREMENTS:

Requires being responsible for guiding others, requiring frequent decisions, affecting coworkers, and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but with many variations from the routine.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/ EDUCATIONAL PREPARATION:

Requires high school diploma, or GED.

SPECIAL CERTIFICATIONS AND LICENSES:

Valid Texas Driver's License. Jailer Certification

EXPERIENCE REQUIREMENTS:

Requires minimum three months of work related experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL DEXTERITY REQUIREMENTS:

Requires light to medium work that involves walking or standing virtually all of the time, exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job risks exposure to violence, disease/ pathogens, or extreme noise levels.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

ADA COMPLIANCE

The City of Brownsville is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

BENEFITS:

The City of Brownsville participates in a generous retirement plan with retirement opportunities available at 5 or 20 years of continuous service. The City has an exceptional employee and family medical and dental insurance plan. Employees may also contribute to deferred compensation plans from Nationwide or VALIC or supplemental insurance plans from AFLAC and Colonial Life. Full time employees have an appealing leave plan of sick and annual accumulations totaling 10 days each year. Additionally, the City of Brownsville observes 12 holidays annually.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

This position is contingent upon continued availability of funds.

EEOC Statement:

The City of Brownsville does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.