**Physical Agility Test & Written Test Required** – If selected, a $25 written test fee will apply. Testing occurs during winter 2021. To attend testing, you must receive an invitation via email from the Ada County Sheriff’s Office. This recruitment is being held to establish an eligibility list for future openings.

**General Summary**
Supervises and maintains custody of inmates and provides security for the Ada County Jail. The incumbent uses their own judgment in the performance of duties, referring unusual, unique or complex issues to their sergeant for advice and guidance.

**Essential Functions**
- Maintains security and custody of inmates;
- Performs routine security checks to include the perimeter of the building and grounds;
- Preserves and enforces Idaho laws and departmental jail policies to maintain security of the jail;
- Processes inmates into the jail and assigns them to the proper level of confinement;
- Receives and maintains inmates' property;
- Forcefully controls and restrains actively resisting inmates;
- Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned or on an as needed or on-call basis;
- Supervises inmate visitations;
- Supervises the dispensing of food to inmates;
- Supervises inmates and trustee-inmates in the cleaning of the jail and inmate living quarters;
- Transports inmates to and from necessary locations;
- Eligible for transfer among all Detention Officer positions and shifts;
- Performs necessary searches for weapons and contraband; and
- Keeps records and prepares reports.

**Additional Functions**
- May be assigned to special assignments as needed; and
- Performs related work as required.
**JOB REQUIREMENTS**

- High school diploma or equivalent;
- Must be at least 21 years of age on the date of the written exam;
- Knowledge of English grammar, spelling, and punctuation;
- Ability to supervise and communicate with inmates;
- Ability to hear, listen to, and understand radio transmissions using an ear piece;
- Ability to communicate effectively, verbally and in writing;
- Ability to take criticism and verbal abuse from inmates and their visitors without reacting in a negative manner and project an image of self-confidence and control;
- Ability to subdue and restrain a combative inmate;
- Ability to evaluate and recognize potentially adverse or unsafe situations and react according to department policy; and
- Ability to perform the duties of the position without a direct threat to the health or safety of the incumbent or others.

**OTHER REQUIREMENTS**

- Must pass a written exam, the POST physical agility test, a polygraph exam, background investigation, medical exam, and a psychological evaluation;
- Must become POST certified as a Detention Officer within one year of employment;
- Must be able to obtain and maintain an Idaho Driver's License;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Most of the work is performed in and around the jail facility and involves an element of personal danger;
- Requires sufficient physical strength to subdue an inmate in time of confrontation or break-up a fight between inmates;
- Must be able to remove an unconscious person from the jail in time of emergency, hold up an inmate attempting to take his/her life and move quickly to the point of confrontation; and
- Must be able to use first-aid and CPR techniques when necessary.

**DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.