



Work Detail Supervisor – Jail
Sheriff's Office

SO/19
Grade 13/Non-Exempt

JOB SUMMARY

This position is responsible for supervising the work of county jail inmates and community service workers engaged in performing custodial duties. This position also performs general clerical duties in support of the department.

MAJOR DUTIES

- Supervises the work of county inmate engaged in cleaning and maintaining the county jail's office spaces and facilities.
- Supervises weekend work detail of community service workers as directed by courts of law.
- Inspects the work of assigned detainees to ensure cleanliness, accuracy and completeness.
- Reports any work, security or safety problems that are beyond the scope of this position to the appropriate personnel.
- Greets the public, answers telephones, routes calls, take messages, provides information and performs other related office support duties.
- Receives, sorts and distributes mail.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department, safety and security rules and regulations
- Knowledge of detention practices.
- Knowledge of inmate rights.
- Knowledge of building care and cleaning methods.
- Knowledge of office cleaning supplies and equipment.

- Knowledge of modern office practices.
- Skill in observing and supervising the work of detainees.
- Skill in dealing with the public.
- Skill in making decisions accurately and rapidly.
- Skill in oral and written communications.

SUPERVISORY CONTROLS

The Chief Deputy assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state laws and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related detainee supervisory and general clerical duties. Safety and security issues contribute to the complexity of the work.
- The purpose of this position is to oversee the work of county jail inmates and public service workers in cleaning county office spaces and facilities. Successful performance helps ensure county property is properly cleaned and maintained.

CONTACTS

- Contacts are typically with co-workers, other county employees, inmates, community service workers, law enforcement personnel, vendors, judges, lawyers and the general public.
- Contacts are typically to give and exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently occasionally lifts light objects and must be able to distinguish between shades of color.
- The work is typically performed indoors and outdoors, where the employee is exposed to occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over county jail inmates and community service workers.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements
- This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within six months of employment.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.