



**DOUGLAS COUNTY (WI)**  
1316 N. 14th Street, Suite 301  
Superior, WI 54880  
<http://douglascountywi.org>

## **Jailer**

*An Equal Opportunity Employer*

*Online applications can be submitted until 11:59 pm on the closing date.*

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**SALARY:** \$19.41 - \$22.18 Hourly

**OPENING DATE:** 04/26/19

**CLOSING DATE:** 05/12/19 11:59 PM

**DESCRIPTION:**

A Jailer has the responsibility of maintaining the security of the institution as well as the custody and correctional treatment of inmates. A Jailer's primary focus is maintenance of the institution security, contribution to the health and welfare of the inmates and the promotion of good public relations. Additional collateral assignments may include program facilitation, activities coordination, and huber and in-home detention electronic monitoring.

**2019 salary is as follows:**

**Grade H \$19.41 - \$22.18**

**Grade I \$20.50 - \$23.43 \*If Jail Certified or when Jail Certification is completed will move to Grade I**

**ESSENTIAL DUTIES:**

Performs a variety of duties to ensure the proper maintenance of the jail in accordance with department and state policies; Has direct and daily contact with inmates; Responsible for maintaining security of the institution through observation of inmate behavior, maintenance of discipline, accountability of tools, and counseling of inmates on institutional and personal problems; Motivates inmates to learn and adhere to jail inmate procedure and behavior expectations; Reports to the Jail Sergeant all actions of misconduct, abnormal behavior or attitudes of prisoners; Receive and report to Jail Sergeant all notable prisoner grievances; Escorts and/or transport inmates to and from various activities within and outside the jail; Safeguards prisoner's valuables; Assists with the inmate admission, classification and release processes. Prepares arrest records identifying prisoner and charge assigned; Monitors and directs various inmate programs (e.g. recreation, visitation, etc.) ,and supervises inmate movement and maintains control of assigned areas of responsibility within the institution; Provides and summons assistance and aid for inmates while maintaining the safety and security of the facility; Dispenses authorized medications and administers first aid and CPR; Delivers meals, mail, supplies, etc., to the inmates; Maintains necessary financial records (e.g. cash accounts in inmate and canteen funds, bail, fines, etc.); Collects, maintains, and completes necessary records and reports (e.g. criminal history, medical screening, medication delivery, inmate activity, inmate property, fingerprints, photographs, visitor logs, incident and discipline reports, etc.); Prepares written reports such as incident reports, minor work order, memos of involvement in specific incidents, and accident or injury reports; Maintain criminal record files; Searches and observes inmates, visitors, vendors, inmate workers, and others to ensure security; Inspects all jail areas to ensure adherence to all jail policies and procedures (e.g. sanitation, security, etc.) and ensure that these aspects of jail operation are maintained; Supervises inmates in living quarters and instructs them in proper housekeeping and sanitation; Supervises and instructs inmates in the proper use and care of tools and equipment, instilling good work and personal hygiene habits in inmates; Maintains strict control over hazardous tools, locks, keys or other items that could be used to effect and escape or cause

injury to staff and/or inmates; Receives prisoner's work detail in the jail and supervises prisoners' work detail in the jail; Logs and admits visitors; Prepares and writes reports; Works in central control area monitoring a variety of computer systems, fire, building and security alarms and devices to assure proper security for the jail facility and other adjoining buildings; Answers the Sheriff Department's/Jail Division business phone as needed; May be required to administer portable breath tests; Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

- 21 years of age
- High School Diploma
- Valid Driver's License
- May not have been convicted of an offense amounting to a felony, unless judgment of conviction has been reversed or a complete pardon has been granted
- **Must be able to attend Wisconsin Jail Officer Academy to become a Certified Jailer. Training provided by the Douglas County Jail within the first year of employment**
- 45-minute commute distance from the Douglas County Jail which is located in Superior, WI required within 18 months.

Additional preferred qualifications:

- Associates Degree - Criminal Justice field preferred or 60 college credits
- 2-years full-time experience in Corrections/Law Enforcement/Security
- Currently Certified as a Jailer
- Preference points awarded to Military/Veterans

Review other employment standards via the following website links, referring to Wisconsin Administrative Code LES2.01 and LES2.02; WI State Statutes 165.85(4)(b) and WI State Statutes 66.0501(2):

[http://docs.legis.wisconsin.gov/code/admin\\_code/les/2/01](http://docs.legis.wisconsin.gov/code/admin_code/les/2/01)

<https://docs.legis.wisconsin.gov/statutes/statutes/165/85/4/cb>

<https://docs.legis.wisconsin.gov/statutes/statutes/66/V/0501/2>

**SUPPLEMENTAL INFORMATION:****KNOWLEDGE REQUIRED OF POSITION:**

Jail regulations to enforce security measures and protect life and property; Working knowledge of County and State criminal laws to the extent necessary to recognize when violations of law occur and when individuals violating these laws must be placed under arrest; Working knowledge of individual and group dynamics, behavior which leads to potential security concerns; Working knowledge of narcotics and narcotic paraphernalia; Working knowledge of radio and other electronic equipment used; Some knowledge of the operation of locking devices, alarm systems and other security equipment; Basic computer operational skills.

**ABILITIES REQUIRED:** Ability to: Successfully complete training required for state certification; Adhere to the high standards of personal conduct both on and off the job; Work in an environment requiring a special ability for alertness, keen mental and physical effort; Be aware of group or individual tensions, unpredictable behavior and general signs of trouble that could result in injury; Maintain and demonstrate proficiency in the use of restraint methods and equipment, emergency measures, self-defense techniques; Maintain position in the event of such hostile or life-threatening situations such as riots, assaults and escape attempts; Exercise sound judgment in making instantaneous decisions affecting life, well-being, civil liberties and property which cannot be reviewed prior to implementation and which may subject the decision-maker to legal liabilities, including personal sanctions; Respond promptly to any emergency situation such as escape, patrol, riots, major disturbances, etc.; Keep abreast of institution procedures and be familiar with the physical layout of the institution; Identify narcotics and narcotic paraphernalia; Multi-task with radio equipment, computer, intercoms and other electronic security equipment; Maintain regular and predictable attendance; Establish and

maintain effective working relationships with supervisors, coworkers, staff of other agencies, and others; Perform to standards independent of direct supervision.

**PHYSICAL ACTIVITIES/REQUIREMENTS:** Possess and maintain physical requirements to work in a jail/correctional environment of direct and indirect supervision of incarcerated inmates. Pass a post job offer physical exam for correctional assignment standards. Safely lift up to 50 pounds. On occasion, with assistance, safely lift 50-75 pounds. May perform tasks such as frequent standing, walking, sitting, bending, stooping, reaching, climbing, pushing, pulling, crouching, and carrying. Physical activities/requirements are not to be construed as an exhaustive statement of requirements.

**TESTING REQUIREMENTS:** Structured interview based on pre-screen questionnaire; background investigation and pre-employment evaluations.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://douglascountywi.org>

Job #Jailer04-2019  
JAILER  
HM

OUR OFFICE IS LOCATED AT:  
1316 N. 14th Street, Suite 301  
Superior, WI 54880  
715-395-1429

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### Jailer Supplemental Questionnaire

- \* 1. Please indicate your highest level of education
  - ☐ Associate degree or higher level of education in Criminal Justice
  - ☐ Associate degree or higher level of education unrelated to Criminal Justice
  - ☐ Some college, no degree
  - ☐ High School Diploma or GED
  - ☐ None of the above
- \* 2. Do you have Jail/Corrections experience or do you possess certification from the Wisconsin Department of Justice Law Enforcement Standards Board or any other states? Please note: this certification is issued by the WI state agency and is not the certificate received upon graduation from educational institutions.
  - ☐ Yes, I am jail certified by the WI Department of Justice/other state if applicable
  - ☐ No, I do not possess a jail certification from the WI Department of Justice or any other state
- \* 3. Do you have any experience in dealing with individuals with significant mental health or behavioral issues? This would also include aggressive behaviors that require physical intervention by others to provide safety. If yes, please explain:
- \* 4. Do you have experience in using your verbal skills to de-escalate individuals that are in crisis? If yes, please explain:
- \* 5. Do you feel some rules should be obeyed more stringently than others? If yes, please explain:
- \* 6. Are you willing to supervise the activities of an inmate who might call you names and/or threaten you and your family?
  - ☐ Yes    ☐ No

- \* 7. Are you willing to report a fellow officer who might be breaking facility rules or regulations in which could lead to safety and security issues?

☐ Yes ☐ No

- \* 8. You will need to pass a background an criminal history check. Is there anything in your history that would be of concern in regards to working in the law enforcement field? If yes, please explain:

\* Required Question