

DeKalb County
Corrections Deputy
Job Description

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs booking and bonding functions, enforces rules and maintains security at the County Jail facility; provides daily supervision and positive direction to inmates, ensuring their welfare and the security of the facility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs booking and bonding functions; fingerprints, photographs, strip searches, and otherwise processes incoming inmates; collects bail and records pertinent personal and court data on booked offenders making bond; processes out-going inmates.
2. Maintains security at County Jail facility; makes periodic security checks of an assigned area, checks cell areas and visitors for contraband, monitors visitation, and performs other security functions for the preservation of inmate safety, building security, and facility-rule compliance, may have physical interaction with non-compliant inmates in a variety of settings.
3. Supervises daily inmate work and leisure activities ensuring compliance with facility regulation and routines; provides direct supervision of trustees assisting in cleaning and meal delivery activities; provides support and personal counsel to inmates who need or request it.
4. Accompanies and maintains security of inmates being transported to and from court appearances, appointments, and local institutions; may assist in extraditions or the transportation of prisoners outside county jurisdiction.
5. Must be able to respond and resolve situations with aggressive or combative inmates or the general public.
6. Maintains appropriate records, logs, and files; prepares and submits reports following incidents of consequence.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Requires knowledge, skill, and mental development equivalent to graduation from an accredited high school. Requires ability to successfully complete all required training.

Updated January 31, 2018
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