



**Part-Time Jailer, Part-Time Jail Cook,
Part-Time Dispatch and
Part-Time Patrol Deputy**
Department: Sheriff's Office

Trempealeau County
Human Resource Department
36245 Main St., PO Box 67, Whitehall, WI 54773
715-538-2311 ext. 224 personnel@tremplcounty.com

PURPOSE OF POSTING:

Trempealeau County is accepting applications for the Part Time, Fill-In positions in the Sheriff's Office of Jailer, Jail Cook, Dispatch and Patrol Deputy. Applications are accepted on an ongoing basis for these positions and will be reviewed as needed. Candidates are to indicate which position they are interested in applying.

REQUIRED QUALIFICATIONS:

- Must successfully complete a thorough background check and pre-employment drug screen. Pre-employment physical is included for Jailer, Dispatch and Patrol.
- See separate job description for applicable qualifications and certifications specific to each position.

COMPENSATION:

2018 part time, fill-in wages are as follows:

Dispatch: \$14.36/hour upon hire, \$15.55/hour after FTO training, \$16.75/hour after certified

Jailer: \$15.10/hour upon hire, \$16.35/hour after FTO training, \$17.61/hour after certified

Jail Cook: \$12.71/hour

Patrol: \$16.07/hour upon hire, \$18.75/hour after FTO training

A benefit package does not apply to part-time, fill-in positions.

All required application materials can be found at www.tremplcounty.com

A completed application must be received (via mail, email, fax or hand-delivered) to Human Resources for consideration.



Equal Opportunity Employer
Affirmative Action

Trempealeau County Position Description

Classification Title:	Dispatcher	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Dispatch Sergeant

Purpose of Classification

The purpose of positions in this classification are to perform a wide variety of responsible duties regarding E911 county-wide communications and to perform other duties and responsibilities as assigned. The work is performed during an assigned shift and under the supervision of the Dispatch Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Answers emergency and 911 calls. Independently assesses need and urgency of requests and prioritizes situations. Relays information to various personnel and dispatches emergency response personnel to incident/accident scenes, including law enforcement, firefighters, helicopters, emergency medical personnel and others.

Operates and maintains radio and telecommunication systems including computer-aided dispatching (CAD) equipment, E911 equipment, telephone device for the hearing impaired (TDD), multiple telephone lines, PC and computer keyboard. Operates TIME System. Enters, updates, and removes data such as warrants, missing persons, thefts, restraining orders, etc.

Receives and accurately relays/transcribes information, messages and requests for the Dispatch Center. Enters complaints and other data into State computer databases and in-house computer systems. Retrieves information from computer.

Provides emergency medical information and CPR instructions to callers following established criteria.

Provides directions to emergency personnel using paper and/or computerized maps.

Performs emergency warning notifications. Enters and disseminates Amber Alert information.

Conducts "fan out" procedures during emergency weather situations.

Maintains accurate logs, records and files as required. Maintains daily activity report.

Relays information to other employees.

Monitors cameras for safety and security of the Communications Center.

Oversees courthouse alarm system.

Maintains knowledge of current emergency communication policies and procedures and state, national and local dispatch codes, and radio signals.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Participates in on-going training.

Performs clerical and general office functions. Photocopies materials. Operates fax machine.

Provides court testimony as required.

Maintains confidentiality as appropriate.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent. Ability to successfully complete Transaction Information for Management of Enforcement (TIME) certification, emergency medical dispatch training, and CPR certification. Telecommunications, public safety, computer database management, and clerical training/experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as medical priority cards, criminal histories, driving records, incident reports, maps, directories, plat books, dispatch manuals, technical operating manuals, computer software operating manuals, state statutes, warrants, apprehension requests, policy and procedure manuals, guidelines and non-routine correspondence.

Ability to communicate effectively with law enforcement personnel, fire departments, emergency medical personnel, attorneys, mental health workers, medical care providers, court clerks, judges, Highway Department personnel, other agency personnel, news media, and the general public.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in emergency/critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Ability to multi-task in a fast past environment.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as emergency communications equipment, E911 equipment, TIME System, telephone equipment, personal computer, camera, video equipment, alarm system, camera monitors, voice logger, radios, typewriter, photocopier, fax machine and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such data entry and rapid keyboard use.

Ability to exert moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where there is a slight risk of electrical shock and exposure to environmental factors such as temperature, odors, toxic agents, noise, vibrations, wetness, dust, and disease that may cause discomfort and pose little risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Trempealeau County Position Description

Classification Title:	Jailer	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Jail Sergeant and Jail Administrator

Purpose of Classification

The purpose of positions in this classification is to perform jail safety and security duties and to perform other duties and responsibilities as assigned. The work is performed during an assigned shift and under the supervision of the Jail Sergeant and / or Jail Administrator.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Maintains safety and security of the jail, inmates, staff, and Public. Maintains inmate control by conducting cell checks, counseling, discipline, mediating, and basic care of inmates.

Administers First Aid, AED, CPR and aids EMS, SWAT and Fire Department in emergencies.

Searches cells for contraband and damage. Conducts pat downs and strip searches of inmates.

Conducts sexual offender registration.

Escorts inmates to/from one area to another in and out of facility (court, appointments, etc.)

Prepares jail reports and maintains activity logs. Relays information to other employees, inmates, court, District Attorney's office, etc. via telephone, mail, court appearances, and various written correspondence.

Distributes medication, meals and mail to inmates.

Retrieves and enters information into State database and in-house computer systems.

Maintains jail and inmate account records. Logs in-coming and out-going inmate mail.

Monitors inmate trustees, huber inmates, and special needs inmates.

Classifies and segregates inmates based on set criteria.

Conducts and submits fingerprints to Crime Information Bureau.

Photographs inmates and prepares photo line-ups.

Contacts Dispatch Center in emergency situations.

Conducts admission and release of prisoners. Completes necessary documents.

Conducts urine, DNA, PBT and Intoximeter testing.

Performs general housekeeping and maintenance duties in the facility as needed and may assist in the operation of laundry equipment.

Maintains physical control of inmates according to policy and procedure. Applies physical force to gain/regain control of resistive or combative inmates, including using physical restraints (handcuffs, leg irons, restraint chair, taser, etc.) as necessary and appropriate.

Assists in inmate programming.

Provides general information to jail visitors and the public. Presents a positive professional image of the Sheriff's Office through telephone, professional, public (etc) and any other contacts during the course of their duties.

Photocopies and faxes information.

Maintains confidentiality as appropriate.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Performs routine maintenance to equipment.

Assists maintenance department, fire department, EMS, and SWAT team during jail emergencies. Performs cleaning, custodial, and laundry tasks.

Replenishes paper supplies, removes trash/refuse, distributes and stores supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent. A valid Wisconsin motor vehicle operator's license required. Must successfully complete Transaction Information for Management of Enforcement (TIME) certification, Wisconsin Jailer certification training (160 hours), CPR/AED certifications, Field Training Program and computer database management training/experience preferred. U.S. citizenship, age of majority, and absence of physical, emotional or mental conditions which may affect performance required. Extensive background investigation. Ability to effectively communicate using the Spanish language a plus.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations with limited supervision.

Ability to prepare and maintain accurate oral and written reports and records.

Ability to establish and maintain effective working relationships with law enforcement officers, co-workers, the public, other agencies and the inmate population.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in emergency/critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as intoximeter, PBT, digital camera, computer terminals, jail control panel, photocopier, fax machine, self contained breathing apparatus, pulse oximeter, restraint devices, taser, camera, video equipment, tape recorder, radios, door controls, card scan, fingerprint equipment, laundry equipment, meal carts, keys, chemical sprayers, restraint devices, telephone, and AED.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as odors, toxic agents, irate individuals, intimidation, violence, noise and disease may cause discomfort and where there is a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Trempealeau County Position Description

Position Title:	Food Server	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Jail Sergeant and Jail Administrator

Purpose of Classification

The purpose of this position is to prepare food trays for distribution to inmates, prepare salads and baked goods, and perform kitchen clean-up tasks. The work is performed under the direction of the Shift Jail Sergeant and Jail Administrator.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Picks up prepared meals. Prepares food trays for distribution to inmates.

Prepares huber inmates' lunches and other special lunches when required (i.e. diabetic and prenatal meals).

Washes and sterilizes dishes, food containers and serving equipment.

Bakes cookies and cakes. Prepares salads, gelatin dishes, lunches and sandwiches.

Orders groceries and puts in storage.

Cleans kitchen surfaces, sinks, appliances, etc.

Secures drawers and doors. Turns off electricity to kitchen.

Prepares prisoner meal count log and maintains State log of meals served.

Prepares special inmate dietary meals based on medical and/or religious reasons.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent dietary experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure and/or sort data and information.

Ability to follow specific instructions and respond to requests from others.

Ability to utilize a wide variety of reference data and information such as recipes, menus, production orders, operating instructions and schedules.

Ability to communicate effectively with jail personnel and grocery vendors.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Physical Requirements

Ability to handle, load and unload, move and guide material using simple tools such as cooking utensils, stoves, ovens, mixers, food serving equipment, food cart, sterilizer, refrigerator and freezer, and can opener. Ability to perform routine equipment and machinery maintenance.

Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as tightening, inserting and mixing.

Ability to exert moderate but not constant physical effort, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive kitchen tool use, irate individuals, intimidation, temperature variations or extremes and electrical currents may cause discomfort and poses a limited risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date

Trempealeau County Position Description

Classification Title:	Deputy Sheriff	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Patrol Sergeant and Operations Lieutenant

Purpose of Classification

The purpose of position in this classification is to protect County citizens and property, prevent crime, apprehend criminals, provide law enforcement service and enforce state, federal and county laws and ordinances. The work is performed during an assigned shift and under the supervision of the Patrol Sergeant and Operations Lieutenant.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Performs preventive patrol in assigned area.

Continually observes for criminal activity, safety hazards, traffic violations, known offenders, neighborhood routines and potential problem areas.

Handles complaints made by the public.

Provides assistance to motorists and the general public.

Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use.

Conducts interviews and interrogation of victims, witnesses, suspects and offenders.

Conducts preliminary and follow-up investigations.

Identifies, collects, processes, packages and logs physical evidence. Searches persons, vehicles, places and buildings.

Identifies and arrests offenders.

Seeks and serves arrest warrants, search warrants and other court documents. Civil Process service

Assists prosecutors in the preparation of cases for trial. Appears and testifies in court as summoned.

Investigates traffic crashes, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, and preparing reports and diagrams. Controls, regulates and directs vehicular and pedestrian traffic.

Investigates reports of lost and found property and missing and found persons.

Assists other law enforcement agencies.

Responds to alarms. Checks buildings for security.

Transports prisoners and detainees. Transports prisoners and detainees to and from court appearances, other jails, institutions, medical care facilities, AA meetings and other appointments approved by the Sheriff or Sheriff's designee.

Attends and participates in training as assigned.

Maintains knowledge of police patrol and general investigation procedures, policies and methods; incident documentation requirements; rules of evidence; individual restraint and control methods; traffic safety principles; local geography; applicable statutes and ordinances.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Prepares accurate and complete reports on any and all activities in which engaged.

Court and Courthouse related duties (Bailiff, Court Security, Transport, Electronic Monitor, Courthouse Security, etc.) as assigned by the Sheriff or Sheriff's designee.

Bailiff duties include but are not limited too; Providing courtroom security and maintaining order in the courtroom during trials. Enforcing courtroom rules of behavior and preventing public from entering courtroom unauthorized.

Attends Court Security / Facility meetings.

Calls witnesses and escorts them to and from the courtroom as needed by the court.

Escorts detainees to and from the courtroom and jail as needed by the court.

Enforces applicable laws. Arrests and takes persons to jail. Receives and supervises jail prisoners.

Provides assistance to the public in emergency situations. Performs crowd control tasks. Directs individuals and urges calm in difficult situations.

Responds to emergency/panic alarms. Conducts routine checks of emergency/panic alarms. Conducts security checks in courtrooms, courthouse offices, halls, entrances and on individuals.

Assists with teen court and alternative juvenile programs and any other court related programs as directed by the Sheriff or Sheriff's designee.

Participates in bailiff/security officer training and development. Maintains knowledge of law enforcement practices; court security policies and procedures; courtroom procedures and decorum standards.

Serves civil process documents to named parties such as summons and complaints, subpoenas, divorce documents, temporary restraining orders, injunctions, writs of restitution, wage attachments, executions against property and other documents.

Locates individuals. Researches police records, directories and other documents; interviews attorneys, law enforcement; postal employees, employers and others to locate individuals.

Special Assignments (MEG Investigator, DARE Officer, Evidence Custodian) as assigned by the Sheriff.

Performs all related duties of a MEG (drug) Investigator, which include but are not limited too: Conducts surveillance; Develops informants; Serves arrest warrants and search warrants; Locates and arrests suspects; Gathers and processes crime scenes and other evidence; Completes / composes various reports and forms for each investigation; Prepares cases for trial and provides court room testimony as

summoned; Maintains knowledge of criminal investigation methods; law enforcement principles and practices; rules of evidence; and local criminal patterns and activity.

Maintains evidence held by the County for court proceedings. Maintains evidence custody records and enters evidence information to computer records. Releases evidence according to policies and procedures.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Types reports, forms, correspondence and other materials. Faxes messages and photocopies printed materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Criminal Justice, Police Science or 60 college credits. A valid Wisconsin motor vehicle operator's license required. Must be a WI certified police officer or WI Law Enforcement Standards Board certifiable. One to two years certified law enforcement officer experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as police reports, criminal histories, driving records, probation/parole reports, legal documents, financial statements, insurance reports/records, victim/witness statements, arrest reports, warrants, suspect statements, photographs, teletype messages, activity logs, intelligence reports, technical operating manuals, evidence manuals, maps, computer software operating manuals, rules of evidence, state statutes, ordinances, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with crime victims/witnesses, suspects, informants, department personnel, other law enforcement agencies, medical care providers, attorneys, Judges, crime victims/witnesses, suspects, jail inmates, probation and parole personnel, social service personnel, and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in emergency and critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicles, emergency communication equipment, firearms, dictation machines, computer terminal, X-ray machines, metal detectors, telephone, calculator, radar, restraint devices, surveillance equipment, evidence collection kits, camera equipment, tape measure and first aid equipment.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as toxic agents, irate individuals, intimidation, violence, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date