



CITY OF HOOVER
invites applications for the position of:
Detention Officer
2020 Valleydale Road, Hoover
An Equal Opportunity Employer

SALARY: \$31,364.00 /Year

OPENING DATE: 01/03/12

CLOSING DATE: 01/31/12 05:00 PM

THE POSITION:

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D
- Ability to perform word processing, data entry, and format reports on a computer using specialized database and Microsoft Office applications
- Must be able to work shift work to include nights, weekends and holiday hours
- Possession of a valid driver's license and ability to obtain/maintain a City of Hoover Driver's Permit
- Ability to pass an extensive background check
- **Applicants will be required to pass a job-related Physical Agilities/Abilities test (See Instructions to Applicants below)**

Preferred Qualifications:

- One (1) year of experience in a corrections or detention environment where knowledge of jail responsibilities and procedures was acquired
- Associate's Degree (or equivalent credit hours) in Criminal Justice, Social Sciences, Public Administration, Psychology or a closely related field

EXAMPLES OF DUTIES:

Processes prisoners in and out of the City jail in accordance to prescribed procedures and laws, including booking prisoners, fingerprinting, photographing, and searching inmates, and assigning cells and property drawers; Conducts medical screening for diseases, infections, and other potential medical problems; Prepares felon inmates for release to other agencies; Prepares all release papers and computer information upon release of prisoners; Provides direct supervision of prisoners in the City Jail, including overseeing inmates' daily activities and ensuring the security of inmates, trustees, and all other Jail personnel; Provides for the daily needs of the prisoners, including administering medication prescribed by a doctor, supervising the preparation of meals, showers, and changing of linens, and ensures clean living conditions for all prisoners; Oversees inmate phone use, day room use, visitation, and other activities that occur outside cells; Supervises the work of inmates, including assigning work details to inmates as necessary; Monitors the behavior and activities of inmates to ensure that all rules and regulations are being followed and takes appropriate disciplinary actions upon the infraction of any rule, including complete documentation of any infraction; Performs thorough cell inspections to search for contraband items such as narcotics, cigarettes, alcohol, weapons, or other materials determined to be of detriment to the authority structure within the jail facility; Ensures that detention facilities are kept in a clean, orderly fashion, including monitoring inmates' activities in cleaning their area of responsibility; Monitors the condition of mentally or emotionally disturbed or intoxicated inmates to ensure their safety and welfare; Conducts periodic checks of inmates during all shifts; Escorts inmates to and from visiting areas and to courtrooms as necessary; Completes daily jail activity reports and arrest reports; Provides assistance to the warrants division as requested, including accurately checking and confirming warrants for dispatch, outside agencies, bonding companies, and private persons; Secures the premises of the Municipal Building after normal working hours, including making periodic checks of premises, maintaining keys, and escorting unauthorized personnel into secured areas as appropriate on an assigned shift; Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions; Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems; Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas; Responds to citizens' questions and comments in a courteous and timely manner; Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities; Performs other

directly related duties consistent with the role and function of the classification.

**SUPPLEMENTAL INFORMATION:
INSTRUCTIONS TO APPLICANTS**

Those that meet the minimum requirements will be invited to participate in the Physical Ability/Agilities Testing. The testing is tentatively scheduled for Thursday, March 15, 2012. Applicants meeting the minimum requirements will be sent information regarding the specific date and time. It is the applicant's responsibility to keep our office updated with your current contact information. You can view the Physical Abilities/Agilities requirements at the following website - <http://www.apostc.state.al.us>. Click on APOSTC Document Repository and then scroll to bottom of page and click on Physical Agility Ability Course.

This list will be valid until the needs of the City dictate otherwise.

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

Job #11-00084
DETENTION OFFICER

If you need assistance during the application process, please contact an HR Representative at 205.444.7549 or email us at humanresources@ci.hoover.al.us. Computers are available in our lobby for the completion of your application.

OUR OFFICE IS LOCATED AT:
100 Municipal Lane
Hoover, AL 35216
205-444-7549
humanresources@ci.hoover.al.us

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