

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Limited Duty Jail Deputy	Choose an item.	Choose an item.	Choose an item.	Non-Exempt
POSITION TITLE: Limited Duty Jail Deputy		POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	12/5/24	
SERVICE TYPE:		NON-REP PROFESSIONAL		
Employee Name:		Department:	Sheriff's Office	Supervisor: Captain John DeVaney
FTE:	NO	Employment Status:	ONCALL NON-BENEFITED	

Position Summary: (Overall statement of purpose of position. Be clear and concise at three sentences or less)

Maintain the order, discipline and security of the County Jail. Assist in the processing of persons into and release persons from the jail within established guidelines. Document daily events and activities and maintain current and accurate custody information. Maintain relations and address needs of attorneys, court and the general public.

Essential Duties: List the Major Functional Areas and the percent of time that you would expect the incumbent to perform in an average year. Under each Major Functional Area provide a list of essential duties (indispensable job duties) of the position.

No.	Major Functional Area (MFA)	% of Time
1	MFA: Safety of Adults in Custody (AIC's), Staff and General Public. Security of the Facility. Essential Duties: <ul style="list-style-type: none"> Monitoring, inspecting, searching, counseling and providing direct services to the AIC population and control room operations. 	65%
2	MFA: Intake and Release of Persons. Essential Duties: <ul style="list-style-type: none"> Assist with bookings and releases of AIC's including, clothed and unclothed searches, data collection, verifying and entry; screening for medical and or mental health concerns; inventory and securing of AIC property and funds. 	10%
3	MFA: Documentation of Occurrences and Events Essential Duties: <ul style="list-style-type: none"> Maintaining accurate and current custody documents, computerized activity logs, visitation log, receipts, distribution of facility reports, and completing officer reports related to routine and emergency incidents, rule violations, possible criminal activities, and use of force incidents. 	9%
4	MFA: Public Relations Essential Duties: <ul style="list-style-type: none"> Answering phones, scheduling visits with social and professional visitors, maintaining positive working relations with other criminal justice professionals and addressing concerns and questions from AIC family and friends. 	9%
5	MFA: Medical Distribution Essential Duties:	5%

	<ul style="list-style-type: none"> Setting up and administering medicines and medical orders as ordered or directed by Facility Medical Staff. 	
6	MFA: Rehabilitative Programming Essential Duties: <ul style="list-style-type: none"> Assist with educational or rehabilitative programming to the AIC population. Counseling and referral of AIC's. 	1%
7	And other duties as assigned.	1%
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

Oregon Driver's License
 18 years of age
 US Citizen
 Successfully pass a background investigation, psychological exam, and a medical evaluation before being hired
 First Aid and CPR Certifications within 3 months of hiring
 Ability to work any shift

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, running, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires frequently lifting and carrying varying from light to heavy. Work hours and days off vary to include day shift, swing shift and graveyard. Nature of position involves exposure to health and safety risks on a continuous basis. Both, physical injury and exposure to contagious diseases exist.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the division.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____