

Custody Support Assistant (CSA)

Grady County Criminal Justice Authority
Chickasha, OK 73018

Job details

Pay

\$15.00 per hour

Job type

- Full-time
- Temporary
- Internship

Number of openings for this position

- I have an ongoing need to fill this role

Schedule

- 12 hour shift
- Weekend availability
- Monday to Friday
- Holidays
- Day shift
- Night shift

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Life insurance
- Retirement plan

- Employee assistance program

Job description

POSITION TITLE:Custody Support Assistant (CSA)

DEPT/DIV:Jail Division

PAY RANGE:GCLEC-1

General Statement of Duties:

Conducts prisoner intake and release processing and documentation of the County's Detention Center. Operates the electrical, video and audio communications and security system for the County's Detention Control Room managing the entry, exit and movement of individuals within the facility.

Supervision Received:

The work is performed under the general direction and supervision of the Detention Sergeant but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with Jail Administration, Detention Lieutenant, Detention Sergeants, Detention Officer, nurses, law enforcement and emergency response personnel, inmates and facility visitors.

Supervision Exercised:

If the need arises, this individual may be required to supervise and/or train new employees and or under the direction of their supervisor.

Distinguishing Features:

- Control Room: This position is responsible for the overall electrical detention facility operation, control and safety equipment and the ingress and egress of individuals relating to this facility. This Position Operates the electrical, video and audio communications and security system for the County's Detention Center and may be assigned related work as required.

- Booking Clerk: This is highly responsible clerical and administrative support work. This position conducts prisoner intake and release processing and documentation of the Detention Center and may be assigned related work as required.

Examples of Duties:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

- Operates the mechanical operation of all electrical and mechanical controls systems for the Detention facility including video, audio and security equipment;
- Controls record keeping, maintains logs;
- Monitors video surveillance and radios to coordinate, authorize, deny or restrict movement within the facility and secure perimeter of staff, inmates and civilians;
- Maintains a log of inmate and material movement including staff and inmate movement in and out of housing units and other areas as directed, food cart distribution, facility lockdowns, inmate releases, head counts, assistance calls, supply delivery, staff and civilian personnel activities and maintenance repairs;
- Monitors, coordinates and maintains the facilities fire and emergency controls systems and monitors response activities;
- Coordinates and performs lockdown activities to provide a secure facility and count of inmates;
- Answers phones and maintains logs and records;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.
- Performs intake booking and release duties such as fingerprinting, mug shot photography;
- Types, enters data, organizes, maintains and ensures confidentiality and proper disposition of inmate files;
- Answers and refers information requests from the public, inmate family and friends and the media;
- Maintains roster of inmates including detention location, release dates and personal information;

- Performs strip searches of inmates when requested by supervisors and law enforcement personnel;
- Accounts for currency from inmates and documents cash and indigent transactions;
- Inventories, documents and provides secure storage for inmate personal property;
- Releases personal property to proper parties and documents the transaction;
- Reviews and coordinates inmate correspondence with authorities concerning release date verification, money account balances and court schedules;
- Coordinates inmate requests for medical , ministry and legal services;
- Responds to and documents inmate requests for goods and services or refers requests to proper staff and/or other agencies;
- Receives, screens and sorts inmate mail;
- Conducts visiting registration along with accepting money as assigned by the Shift Supervisor;
- Other duties as assigned;

The GCCJA and Jail Administrator reserve the right to modify or change the duties or essential functions of this job at any time.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Good knowledge of English composition, arithmetic, spelling and modern office equipment;
- The employee needs the ability to communicate well with detention personnel, law enforcement officials, inmates, facility visitors and the public
- Ability to operate two-way radio equipment;
- Ability to type and make computer data entries at a reasonable rate of speed;
- Ability to communicate well with staff, inmates and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other County employees, supervisory personnel, law enforcement and emergency response personnel and inmates;

- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
- Ability to prepare accurate and reliable reports containing findings, log entries;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of electronic and mechanical control tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of personal danger;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and
- Ingenuity and inventiveness in the performance of assigned tasks.

Age, Education, Experience:

- Minimum age: 18;
- Graduation from a high school or GED certificate; and
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

This is a position of trust and will require a level of maturity and responsibility. Experience is helpful but not expressly needed. We will consider education combined with experience to determine eligibility.

Complexity/Responsibility: Work is characterized by the requirements to communicate, analyze concepts and complex information from various levels and sources and be able to disseminate in a clear and concise matter.

Physical Demands:

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with detention personnel, law enforcement officials, inmates and facility visitors;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe suspicious activities and monitor video screens for long periods of time;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate electronic and mechanical systems and controls, log and document personal items, monitor for suspicious activities and conduct searches of personal property;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to move rapidly in confined spaces to monitor and observe activities of numerous video screens;
- Work is generally confined to a standard sitting or standing environment.
- Because the work is performed in close proximity with detained inmates convicted of felony crimes, the work involves an element of personal danger.

The following are some of the physical demands commonly associated with this position:

- Spends 60% of the time sitting, and 40% of the time either standing or walking while in the office.
- **Occasionally** lifts up to 30 lbs. when moving office supplies or files.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Positions require the manipulation of stairs and minimal obstacles.
- Eye, hand, and finger coordination enabling the use of electronic equipment.
- Visual capacity enabling operation of electronic equipment and to navigate through the facility.

GCCJA offers a competitive compensation package:

- Bi-Weekly Pay
- Competitive Benefits package @ 60 days
- State Retirement Plan
- Sick leave and vacation

Applications can be picked up at:

- Grady County Law Enforcement Center 215 N. 3rd, Chickasha, OK 73018
- Visit gccja.com for an online application.

For questions contact:

Lt. Nola Cottrell @ 405-825-6071 or ncottrell@gccja.com

Job Type: Full-time

Salary: \$14.00 /hour

Work location

- 215 N 3rd St Chickasha OK, 73018

COVID-19 precautions

PPE is available.