

Assistant Jail Administrator

Starting pay \$25.39-\$28.00 per hour

The Adams County Sheriff's Office is now accepting applications for the position of Assistant Jail Administrator until 5:00 pm on December 5th, 2022.

We are an equal opportunity employer and are subject to veteran's preference. Excellent employee benefits include: Health Insurance Options, Vacation, Earned Sick Leave, 13 Paid Holidays, Wellness Incentives,

Retirement Options, Furnished Uniforms and Clothing Allowance

Applicants must have a high school diploma or G.E.D certificate, a certificate of completion of Jail Standards course preferred, and have experience in supervising employees.

Applications are available at the Adams County Sheriff's Department along with job description or you may scan our QR Code. Resumes are also required to accompany your application.

Adams County Courthouse

500 West 4th St., Suite 126,

Hastings NE 68901

adamscounty.org



Assistant Jail Administrator

Job Description

Adams County Sheriff's Office

DEFINITION

Under direction of the Jail Administrator, assists in supervising the activities of staff in a correctional facility; ensures inmate safety and security; assists in coordinating inmate programs; assists in managing a detention facility; and performs other work as required.

DUTIES SUMMARY

Assist with the management of the 24-hour a day, 7 days per week operation of the Adams County Communications/Corrections. Currently a 40-bed facility which will be transitioning to a new 154-bed facility in 2023.

TYPICAL TASKS

Assist with supervising the staff and activities in a security detention facility which houses sentenced and unsentenced inmates; maintain facility security through regular inspections to ensure compliance with governing regulations and standards relating to facility maintenance and health and safety of inmates; assist in maintaining established staffing levels by arranging staff work schedules, shift coverage, and overtime approval; ensure that detention staff are fully trained and that proper conduct, actions and procedures are followed; review written reports prepared by Supervising Detention Officers; assist with evaluating the work performance of detention facility staff; assist with handling a variety of employee problems such as discipline, grievances and time off requests; supervise the screening and classifying of inmates; assist in the development, implementation and training of department policies; assist in the development, implementation and monitoring of programs to modify inmates' attitudes and behaviors, such as vocational and academic education; act as a liaison with medical staff for resolving inmate health care concerns; coordinate and act as a liaison with inmate self-help programs, such as alcohol and drug treatment programs; investigate a variety of inmate involved incidents, violations of policies, irregular or suspicious occurrences, and take or recommend inmate discipline as appropriate; confer with the Jail Administrator and/or Sheriff on the status of activities in the facility; assist in developing, organizing, directing and evaluating the effectiveness of a correctional program.

EMPLOYMENT STANDARDS

Knowledge of:

- Nebraska Jail Standards Rules, regulations, practices and procedures involved in the daily operations and control of a detention facility.
- Ability to read and comprehend Federal and Court rulings.
- Adams County Employee Rules
- Adams County Sheriff's Policies
- Criminal attitudes, behavior problems, and the social factors influencing criminal behavior.
- Disciplinary procedures and techniques appropriate for persons under criminal confinement.
- Inmate classification systems.

Working knowledge of:

- Principles of supervision and training
- Nebraska Jail Standards
- NCIC System
- Police Radio Systems
- Phone System
- Surveillance Equipment

Ability to Assist Jail Administrator with the following duties:

- Organize, coordinate and direct the activities of a detention facility.
- Assign, supervise, train and evaluate the work of subordinate staff.
- Read, understand, interpret, apply and enforce office policies and regulations with firmness, impartiality and tact.
- Analyze problems effectively and use good judgement in making decisions.
- Take appropriate actions in emergency or stressful situations.
- Communicate effectively with a wide variety of people.
- Establish and maintain effective working relationships.
- Prepare clear, concise and accurate statistical and narrative reports.

PHYSICAL DEMANDS

This is a physical demanding position. The position requires the ability to but not limited to:

- Lift 55 pounds from floor level, such as assisting to lift an unconscious inmate.
- Learn and Perform defense tactics to subdue and restrain violent individuals.
- Bend and stoop for extensive periods of time, such as intake searches.
- Prolonged sitting, standing, walking, running, ascending and descending stairs.
- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel and use fingers to handle and arms to reach and carry. Required to lift up 15 pounds regularly and up to 50 pounds occasionally.

- Vision/Corrected Vision to allow for near and distances, such as reading booking sheets, computer screens, video monitors and observing inmates 40-50 feet away, ability to distinguish color, such as warning lights
- Hear and distinguish a variety of sounds such as alarms and calls for assistance in a noisy environment.
- Perform First Aid, CPR and use an AED.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county. This is a civilian, mid-management position reporting to the Jail Administrator and/or Adams County Sheriff.
- The Assistant Jail Administrator will have an 8-hour shift but must be available to work a flexible schedule, including weekends, holidays, emergencies, or as needed basis to ensure adequate coverage including day and night shifts.
- Must work at the assigned work site.
- Must travel as required.

Education and Experience:

Must be 21 years of age

Must possess a high school diploma or G.E.D.

Preferred experience in supervision in corrections, law enforcement or in the private sector.

Must have completed or ability to complete Nebraska Jail Training within one year.

Must be NCIC certified or ability to become NCIC certified within one year.

Special Requirements, Conditions:

License Requirement: Possession of a valid driver's license.

Background Investigation: Ability to pass a full background investigation.

Special Working Conditions: Exposure to: angry or hostile inmates; mentally ill inmates; infections which may cause chronic disease or death; high noise levels; heights of up to 40 feet, such as perimeter of main jail; bodily injuries; offensive odors; dust and pollens; ionizing radiation.

Other Special Requirements: Availability to work a flexible schedule, including weekends, holidays, 12-hour shifts, and on an emergency, as needed basis.

Must complete a 12-month introductory period.

This is a civilian, mid-management position reporting to the Jail Administrator and/or Sheriff. The Assistant Jail Administrator will assist in the safe operation of the jail facility, ensuring that all state and federal laws are followed in the booking, housing, and transportation of all inmates. This title does not supersede the authority of the Jail Administrator or the Adams County Sheriff.

The ideal candidate will possess strong interpersonal skills, communication skills and have the ability to establish and maintain positive working relationships with standard and professional harmonious relationships with inmates. The ideal candidate will also have working knowledge of the laws pertaining to the safe transportation and detention of inmates and experience working within a jail unit.

*****The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The County, at its discretion, may add, modify, change or rescind work assignments as needed*****

ADAMS COUNTY SHERIFF'S DEPARTMENT

Adams County Court House • 500 West 4th St., Ste 126

Hastings, Nebraska 68901

Phone: (402) 461-7181 • Fax: (402) 461-7270

TDD (402) 462-2600

JOHN RUST
Sheriff

KEVIN MAUCK
Chief Deputy

The Sheriff's Office of Adams County, Nebraska, will consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. The County of Adams is an EEO/AA/Veteran's Preference Employer.

PERSONAL

Date: _____

Pease check the position(s) desired:

- Deputy Sheriff" Must be 21
- Correction/Communications Officer * Must be 19
- Clerical/Records Clerk
- Other _____

*** Must have a high school education or equivalent**

How did you learn about this position?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> In-House Advertisement	<input type="checkbox"/> Other _____
First Name	Middle Name	Last Name
Current Street Address	City	State Zip
Former Addresses:		
Telephone Number(s) (Home) (Work) (Cell)	Driver's License No. Issued by State of:	
Email address:		
Social Media Accounts Used:		
Names Used For Social Media Accounts:		

Are you a citizen of the United States? Yes No

Date you would be available to begin work:

Have you ever been employed by Adams County before? Yes No

If yes, what department and when?

Have you ever applied for a position with Adams County before? Yes No

If yes, list date and Department:

Are you related to any County employee? Yes No

If yes, name of relative: _____ Relationship: _____

Department: _____

<p align="center">ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR CONSIDERATION FOR DEPUTY SHERIFF OR CORRECTIONS OFFICER.</p> <p align="center">Please review each criteria and initial by each criteria which applies to you.</p>		
<input type="checkbox"/> I am already a certified law enforcement officer in Nebraska	<input type="checkbox"/> I am already a certified corrections officer in Nebraska	<input type="checkbox"/> My Certification is active and in good standing
<input type="checkbox"/> I understand that there are certain factors which make me ineligible for employment for this position.	<input type="checkbox"/> I have reviewed the full job description for this position.	(see: https://nletr.nebraska.gov/admissions.html for specific admissions criteria)
<input type="checkbox"/> I am at least 21 years of age. <input type="checkbox"/> I am a citizen of the United States <input type="checkbox"/> I have a high school diploma or GED. <input type="checkbox"/> I have a valid Nebraska driver's license. <input type="checkbox"/> I am able to read, write, and understand the English language. <input type="checkbox"/> I believe I possess good character and a thorough background investigation will confirm my good character. <input type="checkbox"/> I believe a background investigation will show I do not have a past indicative of incompetence, neglect of duty, or of physical, mental, or emotional incapacity. <input type="checkbox"/> I do not have a criminal history which shows a pattern of violations indicating I disrespect the law or rights of others. <input type="checkbox"/> I have not received traffic violations in the last three years with such frequency as to indicate I disrespect traffic laws and disregard the safety of others.	<input type="checkbox"/> I have not been convicted (or pardoned) of a felony, a Nebraska class I misdemeanor, or a crime in any other jurisdiction punishable by imprisonment up to one year in prison, regardless of the sentence actually received. <input type="checkbox"/> I have not been convicted of DUI/DWI in the last two years. <input type="checkbox"/> I have not received a punitive discharge from the United States Armed Forces <input type="checkbox"/> I have not been denied law enforcement certification status, had certification revoked, nor am I currently suspended in this State or another jurisdiction. <input type="checkbox"/> I have not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in Nebraska.	<input type="checkbox"/> I have not been convicted of any crime involving the threat of or actual sexual assault or abuse. <input type="checkbox"/> I have never been convicted of any crime of physical violence or sexual abuse against a child or children. <input type="checkbox"/> I have not been convicted of a crime of domestic violence which would disqualify me from possessing a firearm. (See 18 USC 922(g)(9)) <input type="checkbox"/> I am not subject to an order of protection that would disqualify me from possessing a firearm (see 18 USC 922(g)(8)) <input type="checkbox"/> I do not have a pattern of substance abuse. Specifically I have not: <input type="checkbox"/> Used marijuana for any purpose in the last two years <input type="checkbox"/> Used illegal drugs, narcotics or prescription medication not prescribed to you in the last five years.

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

EMPLOYMENT EXPERIENCE

Please give accurate, complete employment record, start with present or most recent employer.

I. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason <i>for</i> Leaving

2. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

3. CompanyName	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

4. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

5. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

6. Company Name	Telephone
Address	Employed From To
Name of Supervisor/Title	Annual/Hourly Wage
Your Job Position/Title	Reason for Leaving

Attach additional sheet if necessary. **We may contact the employers listed above unless you indicate those you do not want us to contact. Do NOT contact Employer Number(s)**

Reason: _____

EDUCATION

	Elementary	High School	College/Tech	Graduate	Law Enforcement Certification
School Name and Location					Nebraska Law Enforcement Training Center Yes No Other
Years completed	4 5 6 7 8	9 10 11 12	1 2 3 4 5	1 2 3 4	Date:
Diploma/Degree					
Describe course of study					
Describe any honors you have received					

MILITARY

<i>Complete this section if you served in the US. Armed Forces</i>	Branch of Service
Describe your duties and any special training	Period of Active Duty From To
	Rank at Discharge
	Date of Final Discharge
Are you currently active in any Reserve program? If Yes, name the program. Yes No	

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference?

- Yes. A veteran requesting preference must submit with his/her Application for Employment a copy of the Veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her application for employment a copy of the Veteran's Department of Defense Form 214, a copy of the Veteran's Disability Verification form from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.**

**ADAMS COUNTY SHERIFF'S OFFICE APPLICATION
SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills acquired from employment or other experience:		
Why do you feel you would make a capable employee for the position(s) desired?		
Have you ever had experience in Law Enforcement? Where?	Yes Dates:	No Reason for Leaving:

LAW VIOLATIONS

Please list all convictions, other than parking tickets, regardless of severity, age, location, or perceived culpability unless you have secured a complete expungement and/or pardon for the offense. Though law violations may or may not have an impact on your qualifications as a candidate for this position, a decision to withhold information whether intentionally or in error, will likely disqualify you from consideration for this position.

Violation	Date	Place	Court	Disposition
1.				
2.				
3.				
4.				

PERSONAL REFERENCES

Please list references who are not related to you and are not previous employers.

Name	Years Acquainted	Occupation
1.		
Address	Telephone No.	
Name	Years Acquainted	Occupation
2.		
Address	Telephone No.	
Name	Years Acquainted	Occupation
3.		
Address	Telephone No.	

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

Name	Years Acquainted	Occupation
4.		
Address	Telephone No.	
Name	Years Acquainted	Occupation
5.		
Address	Telephone No.	

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I further agree and understand that any misstatement or omission of material fact or willful deception may constitute cause for application dismissal from employment with the County of Adams. I also understand that to be considered for employment I must pass a pre-employment drug screen. I understand and agree that the County of Adams may make pre-employment inquiries into my ability to perform job-related functions, and that I may be offered employment conditioned upon the results of a medical examination.

I also acknowledge receipt of a job description for the position(s) I am applying for. I have read and understand all the job tasks required of the position. This application for employment shall be considered current for a period of time not to exceed six (6) months from date of application.

Signature: _____

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

**ADAMS COUNTY SHERIFF'S
OFFICE
Hastings, NE**

Authorization to Release Information

Name of Applicant: _____
Please print your full name

Date of Birth _____ SS# _____

This release, when presented by a duly authorized representative of the Adams County Sheriffs Office, constitutes my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background.

Specifically, I authorize the release of the following data or records to the Adams County Sheriffs Office: Employment, Educational, Medical, Psychological; Selective Service; Police and Criminal; Motor Vehicle and Driving; Financial and Credit; Polygraph Examinations; access to all Social Media Accounts and the UNDELETED copy of my military separation document and medical records from the appropriate Military Records Center and Department of Veterans Affairs.

This authorization is given in connection with a background investigation being conducted relative to my application for, or continued employment with, the Adams County Sheriffs Office. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing an investigation, which may provide pertinent data for the Adams County Sheriffs Office to consider my suitability for employment.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part upon this release authorization, will be considered in determining my suitability for employment by the Adams County Sheriffs Office. I understand that all materials pertaining to this background investigation become the property of the Adams County Sheriffs Office and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the confidential information or source of information will not be revealed to me.

ADAMS COUNTY SHERIFF'S OFFICE APPLICATION

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a law enforcement officer and I am currently serving in the capacity of a law enforcement officer in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature. This release is valid for any information supplied within one (1) year of the date of my signature.

Signature of Applicant: _____
(Do NOT sign until in the presence of a Notary Public)

State of _____

County of _____

Subscribed and sworn to before me the ___ day of _____ 20__

Seal

Notary Public