



DATE	September 2016
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Part Time Detention Transfer Team Coordinator
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Detention Services Manager

SUMMARY: Responsible for scheduling, coordinating, and leading the Part –Time Detention Officers performing prisoner transfer duties. Performs prisoner transfer duties, completes required activity reports for Detention Services Manager. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and leads part-time detention staff to include scheduling, assigning, and monitoring daily prisoner transfer details, training staff on proper work procedures, and providing leadership and direction.
- Performs essential functions of Part Time Detention Officer.
- Supervises customer service interactions.
- Prepares daily reports of shift activity.
- Provides testimony during court hearings as required.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Part-Time Detention Officers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of customer service principles;
- Knowledge of jail booking procedures;
- Knowledge of recordkeeping principles and practices;
- Knowledge of filing techniques;
- Skilled in preparing simple meals;
- Skilled in fingerprinting;
- Skilled in handling multiple tasks simultaneously;
- Skilled in monitoring and restraining inmates;
- Skilled in operating modern office equipment;
- Skilled in operating a large prisoner transport van;
- Skilled in mitigating hostile situations;
- Skilled in keyboarding;
- Skilled in handling cash;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in maintaining sensitive and confidential information;

- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years of municipal, county, state, or federal jail experience.
- CPR, First Aid, AED, and NCIC/TCIC Certifications
- Possesses and maintains a current valid Texas Driver's License

PREFERENCES:

- Previous jail related supervisory or lead experience.

WORKING CONDITIONS:

- Frequent balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in a jail setting and prisoner transport vehicle.
- Exposure to fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass background and criminal history check.
- Must pass motor vehicle records check.