

Roger A. Fisher, Sheriff

KOSSUTH COUNTY SHERIFF

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# **SHERIFF**

## **Kossuth County**

The Kossuth County Sheriff's Office is now taking applications for the position of Kossuth County Jailer. Applications can be picked up at the Kossuth County Sheriff's Office Monday – Friday between 8 a.m. and 4 p.m. or email request for application and job description to [sheriffsoffice@kossuthcounty.iowa.gov](mailto:sheriffsoffice@kossuthcounty.iowa.gov). Application deadline is 4:00 p.m. on February 7, 2024 or until vacancy is filled. Wages range from \$22.11/hr. - \$23.64/hr. within the first year with full benefits. Kossuth County is an equal opportunity employer.

### Kossuth County Jailer Job Description

1. Work 12-hour shifts – 7 shifts on and 7 shifts off, rotating days and nights
2. Able to cover extra hours when needed
3. Successfully complete 40-hour jail school
4. Successfully complete 20-hour annual jailer certification
5. Read policy and procedure annually
6. CPR and first aid certified
7. Have a valid driver's license
8. High School Diploma/GED
9. Work under the Kossuth County Sheriff and Jail Administrator
10. Keep precise jail records and documentation
11. Possess computer skills
12. Collect jail and bond fees
13. Answer phones – multi-task
14. Run control board
15. Serve 3 meals daily and wash dishes
16. Do jail laundry
17. Physically and mentally capable of handling a variety of inmates
18. Monitor jail visits from family, friends, clergy, and attorney
19. Monitor inmate's personal hygiene and cleaning duties
20. Book in and release inmates
21. Escort inmates to and from court, medical visits, and prison
22. Assist with mental health transports

\*\*\*Other details will be learned during your hands on training period