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121 WEST STATE STREET
ALGONA, IA 50511
515-295-3514



SHERIFF
KOSSUTH COUNTY

KOSSUTH COUNTY SHERIFF'S OFFICE

Position: Full Time Jailer

Minimum requirements and job description are available upon taking out an application. Applications can be picked up at the Kossuth County Sheriff's Office Monday – Friday between 8:00am & 4:00pm, by going to our website <https://www.kossuthcounty.iowa.gov/careers/>, or emailing a request for the application and job description from sheriffsoffice@kossuthcounty.iowa.gov. Starting pay is: \$22.99/hr. Application deadline is 4:00pm on September 25, 2026. Kossuth County is an equal opportunity employer.



Full-Time Jailer – Job Description

Position Summary: The Full-Time Jailer is responsible for the care, custody, and control of inmates in the county jail. This position ensures the safety and security of inmates, staff, and the public while maintaining compliance with Iowa law and departmental policies.

Essential Duties & Responsibilities:

Will report to work on time and will be neat in appearance.

Supervise and monitor inmate activities to ensure safety and order.

Conduct regular security checks of cells, housing units, and adjacent areas.

Book, search, fingerprint, and photograph individuals brought into custody.

Escort inmates within the facility and to outside appointments or court appearances.

Transport of mental health persons as per court order.

Distribute meals, mail, and personal items in a secure manner.

Maintain accurate records of inmate activities, incidents, and jail operations.

Enforce facility rules, respond to emergencies, and de-escalate conflicts.

Assist with inmate visitation and phone privileges.

Participate in emergency operations involving fire, tornado, escape, riot and hostage situations.

Perform other duties as assigned by the Jail Administrator or Sheriff.

Qualifications:

High school diploma or equivalent (required).

Must be at least 18 years old.

Possess a valid driver's license.

Ability to pass a background check, drug screening, and physical exam.

Successfully completes the psychological testing series.

Strong communication, observation, and problem-solving skills.

Ability to remain calm and professional in stressful situations.

Willingness to work varied shifts, including nights, weekends, and holidays.

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Is able to read and write the English language.

Possesses computer skills.

Has successfully completed or is willing to complete, the state required jailer training program or the National Sheriff's Association Correspondence Course within the first year of employment.

Is willing to complete other training as required by the Jail Administrator.

Work Schedule:

- **Rotation:** 7 days on / 7 days off
- **Shifts:** 12 hours each
- **Coverage:** Monday–Sunday
- **Rotating Schedule:**
 - **Days** (12-hour daytime shifts)
 - **Nights** (12-hour overnight shifts)
 - **Float** (flexible assignment, days or nights as needed)