

Job Description

Hopkins County Jail is accepting applications for the position of Deputy Jailer. Employment as a Deputy Jailer can be stressful and at times become very physical. You will receive 56 hours of comprehensive training onsite by a certified instructor before working in the jail followed by 48 hours of on the job training with an experienced Deputy.

Job Benefits

- Health Insurance
- Vision Insurance
- Vacation
- Sick Leave
- Holiday pay
- State Retirement
- Uniforms and duty gear provided

Work Schedule

We have 4 shifts (A, B, C, and D) working 12 hr shifts. Two shifts work days and two shifts work nights running 6 am to 6 pm. The schedule is: i.e. A shift works every Sunday, Monday, and Tuesday whereas B shift works every Thursday, Friday, and Saturday. Wednesday is a swing day rotating between the two.

	SUN	MON	TUE	WED	THU	FRI	SAT
6 AM	A	A	A	A/B	B	B	B
6 PM	C	C	C	C/D	D	D	D

Salary Range

Starting pay is \$13.00 an hour, after 7 months it increases to \$13.70 to offset retirement deductions, and on your one anniversary of employment base deputy pay tops out at \$14.50 an hour. County employees are paid on the 15th and 30th of each month. Shifts work 36 hours one week followed by 48 hours the next, normally having 8 hours of scheduled overtime.

Job Duties

- Providing security for the jail - Performing scheduled and impromptu security checks, Conducting cell and inmate searches, Preventing inmate escape.
- Maintaining inmate safety - Observing inmates behavior and physical appearance, Controlling inmate movement
- Enforcing state laws and jail policies - Writing reports, Giving verbal directives, Using physical force when required.
- Transporting/escorting inmates - Driving 15 passenger vans and cruisers, Applying restraining devices
- Qualifying with various weapons - Complete certification course with the Glock model 22 pistol. Experience firsthand the affects of OC Pepper spray and the X26 Taser.
- Physical altercations - Use confrontational avoidance techniques. Tactical communications, Tools and tactics, Self defense techniques and controlled force.



HOPKINS COUNTY JAIL

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

It is the policy of the Hopkins County Jail to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of non job-related disability, or any other legally protected status.

(Print Only)

Date of Application

Last Name

First Name

Initial

Street Address

City

State

Zip Code

Primary Phone No.

Alternate Phone No.

E-mail address

How did you find out about job opening?

EDUCATION AND TRAINING

Address

Degree

Grade Completed

Elementary

High School

College

Technical, military or vocational school

OTHER ACTIVITIES

May exclude membership which would reveal sex, religion, national origin, age, ancestry, or other protected status.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

MILITARY

Have you served in the military? Yes

No

Branch of service

Final rank

Type of discharge

Employment History, beginning with the most recent

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

Employer: _____ Phone Number: _____

Address: _____ Supervisor: _____

Job Title: _____ Highest Salary: _____ Start Date: _____ End Date: _____

Brief Description of Duties: _____

Reason For Leaving: _____ May We Contact: **YES** or **NO**

REFERENCES

Give name, *daytime telephone number* and the best time to contact five people who can provide a personal reference. Do not use relatives or previous employers.

1. _____
2. _____
3. _____
4. _____
5. _____

Do you know anyone who works at the Hopkins County Jail? No _____ Yes (list names) _____

YES NO

- _____ _____ Are you 21 years of age or older?
- _____ _____ Do you have a valid Kentucky state driver's license?
- _____ _____ Do you have a High School Diploma or G.E.D.?
- _____ _____ Do you have a Social Security card?
- _____ _____ Are you legally eligible for employment in the U.S.?
- _____ _____ Can you provide documentation verifying your eligibility?
- _____ _____ Are you able to perform the essential duties and responsibilities of the position for which you are applying with or without accommodation?
- _____ _____ Since the age of 18, have you ever been convicted of a felony?
- _____ _____ If yes, please give dates, charges and an explanation _____

I understand that any false information made by me on this application, or any supplement document, will be sufficient grounds for immediate discharge if I am employed. Under the "Freedom of Information Act", I give my permission for the Hopkins County Jail to receive a copy of my employment records retained by any of the above named employers.

Applicant's signature

Date

Hiring Process

1. Turn in your application with a copy of a TABE test with a total battery score of 10.0 or higher.
2. If your application is selected you may be contacted to schedule an interview.
3. Pre-employment Screening begins if we considered you for employment after the interview:
 - NCIC background check and drivers license check.
 - A copy of your KY drivers license
 - A copy of your DD-214 if applicable.
 - A copy of your High School Diploma or G.E.D.
 - Undergo a urinalysis (drug screen).
 - Pass a medical examination.

Applications will be kept on file for six months.