

REVISED 8/9/2021



TOWN OF COLLIERVILLE POSITION VACANCY

Special application required. You must either see Human Resources Personnel for the application packet or download the application from the website. Incomplete applications will not be processed!

OPEN TO: General Public

TITLE: Jailer

LOCATION: Police

OPENING DATE: November 18, 2020

CLOSING DATE: Until filled

JOB NUMBER: JN20-70CP

CLASS CODE: 0840

FLSA STATUS: NON-EXEMPT

SALARY: \$32,670 - \$47,873 (DOQ) annually with *excellent benefits package*.

PRIMARY FUNCTION: This position performs a variety of routine and specialized public safety work in the care and custody of prisoners to maintain an order and discipline among the prisoners.

QUALIFICATIONS: High school diploma or GED; Incumbent must be a citizen of the United States of America. Incumbent must successfully complete basic jail training within 6 months of hire and successfully complete an in-service training program each year as prescribed by the Board of Control for the Tennessee Correctional Institute; or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: Incumbent must have fingerprints on file with the Tennessee Bureau of Investigation, have passed a physical examination as performed by a licensed physician, have a good moral character as determined by investigation, be free from apparent mental disorders and certified by a qualified professional in the psychiatric or psychological field. Must be in compliance with TCA 41-4-144.

LICENSES: Must possess a valid Motor Vehicle Operator's License at the time of hire.

NOTES: Candidate must be able to pass a work related physical, drug and psychological test. Jailer responsibilities can include significant risks when dealing with prisoners that might be combative or prisoners that might be infected with communicable diseases. Must be in compliance with TCA 41-4-144.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.