



## 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:** April 21, 2017

**CLOSING DATE:** Until filled

**JOB NUMBER:** JN17-16CP

**CLASS CODE:** 0840

**FLSA STATUS:** NON-EXEMPT

**SALARY:** \$27,000 - \$45,125 (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:** Requires high school diploma or equivalent.

**SPECIAL REQUISITES:** 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. Incumbent is required to read, evaluate and classify fingerprints after having received an appropriate course of study in this field; or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job. Incumbent must have fingerprints on file with Tennessee Bureau of Investigation. Incumbent must have the ability to work different shifts.

**LICENSES:** 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.

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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.