



EMPLOYMENT OPPORTUNITY

Inmate Supervisor

The Jefferson County Board of County Commissioners is seeking qualified applicants for a full-time **Inmate Crew Supervisor**.

The successful Inmate Supervisor candidate must have certification, and/or the ability to obtain certification as a professional able to supervise an inmate crew from the local correctional facility in road maintenance and other maintenance duties as required. Essential Job Functions include supervising an inmate crew from the Jefferson Correctional Institute; gives information in person or by telephone to other units, county supervisory staff and the correctional institute; applying knowledge of rules, regulations and procedures of the assigned unit from both the Jefferson County Road Department Supervisory Staff and the Jefferson Correctional Institute. Employee works independently, however, oral instructions are received as to the nature of work to be performed from the Road Superintendent or supervisory staff and must follow rules, regulations and procedures of the correctional institute.

EDUCATION, EXPERIENCE AND ESSENTIAL FUNCTIONS:

- Supervises inmate work crew from Jefferson Correctional Institute
- Gives information in person or by telephone to other Units, Road Department Staff and the Correctional Institute
- Knowledge of rules, regulations and procedures of the assigned unit
- Applying knowledge of rules, regulations and procedures of the assigned unit
- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Certificate of Department of Corrections in-service training for supervising inmates
- Possession of a valid Florida Driver's License, Class "A" license preferred
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate through oral or written instructions
- Work includes inside and outside environment

Drug screening and background checks are required. Veteran's preference will be given to qualified applicants. Jefferson County is an Affirmative Action/Equal Opportunity Employer/Drug Free workplace.

To apply: Send a Jefferson County Employment application to:
Human Resources, 1 Courthouse Circle, OR
Jefferson County Road Department, 1484 S. Jefferson Street,
Monticello, Florida 32344.

Applications may be obtained by visiting our website at www.jeffersoncountyfl.gov,
Questions? Please contact Tom Kisamore at (850) 342-0287 or visit our website at
www.jeffersoncountyfl.gov. Closing date for this position is Wednesday, April 5, 2017 at 5:00 p.m.

Please advertise March 17, 22; 29 and 31. Send the bill to Jefferson County Road Department at
1484 South Jefferson St. Monticello, Fl 32344