



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

INMATE SERVICES AIDE

An Equal Opportunity Employer

Department: Sheriff/Detention
Starting Salary Range: \$24,099 – 27,189
Position Number: 229
FLSA Status: Non-Exempt position, eligible for overtime
Safety Sensitive Designation: This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.
Opening Date: 3/09/21 **Closing Date:** 3/22/21 at 5:00 PM

JOB SUMMARY:

Responsible for assistance with the provision of inmate services.

ESSENTIAL JOB FUNCTIONS:

- Loads mobile library cart; delivers to housing units.
- Receives inmate requests for time in the law library; schedules library time for inmates.
- Maintains log of all inmate visits to the law library.
- Receives inmate requests for barber services; schedules barber appointments for inmates.
- Maintains and replaces outdoor/indoor recreational equipment such as basketballs, chess games, checker games, and dominos as directed by supervisor.
- Assists with setting up the room for inmate services such as religious services, counseling sessions, educational services, etc. by moving chairs, equipment, and supplies.
- Assists with inmate marriage services such as obtaining necessary forms.
- Collects and distributes to appropriate personnel inmate requests/complaints, property receipts, inmate mail, and other communications.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

None

WORKING CONDITIONS:

None

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency; some experience with recreational, educational, or service program support; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Employment is contingent upon satisfactory completion of a criminal background check, traffic offense check, sexual offender check, and child and adult maltreatment checks.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

March 09, 2021

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