



Jail Corporal

Grant County Sheriff's Office is recruiting for a Jail Corporal. This position is the shift supervisor and is responsible for operations within the jail facility while on duty. In addition, ensures operation of the facility is accomplished according to applicable laws, codes, policies, and regulations.

Benefit Position: Anticipated 84 hours bi-weekly

Start Rate: \$30.49 (1/1/2026)

MINIMUM QUALIFICATIONS

Education:

1. Graduation from high school or high school equivalency diploma
2. Basic computer concepts
3. Training in Corrections or Criminal Justice State of Wisconsin Jailer Certification
4. Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

Experience:

1. 2 years' experience in the direct custody of adult inmates
2. Experience in supervision preferred

Note:

1. Equivalent combinations of job related education and experience may be considered
2. Must not have any felony convictions
3. Must not have any domestic related convictions
4. Must be able to work any shift, weekends, and holidays

How to Apply: A Grant County Employment Application and job description may be obtained at www.co.grant.wi.gov (under employment opportunities) or by contacting the Human Resources Department at (608)723-2540. **Screening of applicants will begin immediately and will continue until the position is filled. Submit application, resume, and letter of interest to:**

Grant County Human Resources
111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Corporal

DEPARTMENT/ AGENCY: Sheriff

IMMEDIATE SUPERVISOR: Jail Administrator

PAY GRADE: I

FLSA: Not Exempt

NATURE OF WORK

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Knowledge, Skills and Abilities:

1. Knowledge of current local, state and federal laws and regulations, and legal compliance regarding inmate rights
2. Skill in self-defense
3. Skill in reading, writing, spelling and comprehending written materials and communicate clearly
4. Ability supervise staff, and take prompt and decisive action in emergency situations
5. Ability to enter data in computer system
6. Ability to gain the respect and control the behavior of inmates and to intervene in case of aggressive behavior
7. Ability to provide effective, credible testimony in a court of law
8. Ability to prioritize tasks and possess flexibility to shift focus during unusual situations
9. Ability to maintain a positive attitude and emotional control
10. Ability to follow work procedures and rules
11. Ability to maintain all certification and training requirements

12. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

A. Supervisor Duties

1. First line supervisory responsibilities for overall jail
2. Notify jail administrator of unusual or emergency situations
3. Review policy and procedures and make recommendation to the Jail Administrator for updates
4. Ensure Jailer compliance with jail policy and procedure and administrative code
5. Respond to inmate grievances and complaints
6. Conduct inmate disciplinary hearings
7. Review booking and inmate records to ensure accuracy and completion
8. Perform inspections and report issues
9. Provide effective and credible testimony in a court of law
10. Respond to inmate incidents and disciplinary actions
11. Ensure new personnel are trained and documentation is accurate and complete
12. Schedule programming, such as AA, NA Meetings, and GED
13. Assist administration with any other duties requested
14. Ensure facility cleanliness is maintained
15. Inventory of inmate items, cleaning supplies and staff equipment
16. Classify and reclassify inmates in accordance with policy and procedure
17. Authorize staff to conduct strip searches in accordance with policy and procedure

B. Perform duties of a corrections officer

1. Maintain care and custody of male and female prisoners
2. Book, photograph and fingerprint incoming arrestee(s) or defendant(s) designated by the court.
3. Pat search inmates/arrestees coming in to the jail; as well as volunteers or person(s) entering the jail.
4. Search and inventory of personal or tangible property coming in or while in the jail; for prevention of contraband entering, remaining, or being distributed within the jail.
5. Strip search and bodily examine inmates as authorized by policy.
6. Maintain proper security and facility sanitation through wellness checks and inmate counts.
7. Maintain proper order and decorum among inmates.
8. Physically restrain or control combative or uncooperative inmates within policy.
9. Ensure inmates are following rules and guidelines within the inmate handbook.
10. Detect, investigate, and/or report minor or major inmate rules or law violations, or other unusual incidents.
11. Capacity to provide effective, credible testimony in a court of law.
12. Dispense medications in accordance with policy and guidance from medical staff.
13. Administer first aid and report medical issues in accordance with policy and procedure.
14. Check and monitor incoming mail, outgoing mail, text messages, phone calls and/or emails.
15. Supervise work details or movement of inmates in their quarters or other areas.
16. Conduct and/or assist in transport of inmates to court or other facilities.
17. Assist and monitor inmate(s) during visitation.
18. Verify employment, verify employment schedules, maintain financial records, and continuous monitoring of Huber and EMP inmates to ensure compliance.
19. Maintain records, enter information, and document activities and incidents in guidance with policy and procedure.

20. Dispense meals and commissary to inmates.
21. Perform, record, and document any other duties as assigned by procedure and policy.
22. Provide assistance to incoming calls from the public
23. Assure court schedules are followed and inmates are on time for in person or video court.
24. Assist medical Staff with inmate rounds.
25. Schedule and coordinate attorney, probation, and court services for inmates
26. Billing: inmates, Huber, commissary, medical.
27. Collect garbage and provide cleaning supplies for inmates.
28. Launder all inmate laundry; collection and dispensing.
29. Approve, utilize, Monitor trustee workers.

SUPERVISION RECEIVED

Supervised by the Jail Administrator

SUPERVISION EXERCISED

Supervise Jail staff

ENVIRONMENTAL FACTORS

Exposure to violence, noise, and uncomfortable conditions as may be found in a jail environment.

PHYSICAL DEMANDS

Requires hand – eye – coordination, may sit or stand for long periods of time; lift or carry up to 50lbs.; stoop, kneel, crouch, or crawl frequently; bend, squat, stretch, and twist frequently; restrain combative inmates as necessary. Dexterity in moving, picking up objects and operating office equipment is required.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.