



Yukon Police Department Jailer Applicant Information Sheet

The City of Yukon, Police Department, is conducting the following recruitment process in order to hire a Police Jailer and create an eligibility list for future openings.

Position Description

Supervise prisoners and maintain security, rules, regulations and cleanliness in municipal jail.

Requirements

Jailer must be a U. S. citizen, 21 years of age at the date of appointment, and possess valid driver's license. Prefer law enforcement/corrections or detention experience. Must be able to attend and complete Jail certifications as outlined by the State of Oklahoma. Applicants must not have any felony or domestic abuse convictions or have any visible tattoos.

Duties

- Guard prisoners in municipal jail, assuming all responsibility for all needs of the prisoners during detention.
- Locks prisoner in cell after searching for weapons, valuables or drugs.
- Prepare and serve meals to prisoner and provides or obtains medical aid if needed.
- May prepare arrest records identifying prisoner and charge assigned.
- May distribute commissary items purchased by inmates, such as candy, snacks, cigarettes, toilet articles, and record payment on voucher.

Salary and Benefits

The City of Yukon offers the full range of benefits which is one of the best in the State of Oklahoma. The starting range salary range for Police Jailer is \$29,120. The City of Yukon offers health insurance as well as educational incentive pay, paid holiday and vacation days.

Hiring Process

1) Applications may be obtained, completed and returned to the Personnel Department of Yukon at the City Hall, 500 W. Main St. (Hwy. 66) Yukon, OK by **December 28, 2012**. City Hall is open Monday through Friday from 8:30 a.m. until 5:00 p.m. If application materials are not received by this date or these materials are not properly completed, this will result in your inability to proceed further in the process.

2) An applicant selected to fill a vacancy in the department will undergo an extensive background investigation by a supervisor of the Yukon Police Department.

3) After successfully completing the background investigation, a conditional job offer will be made to the applicant.