

# PERRY COUNTY

## JOB DESCRIPTION

Job Title: Jail Administrator

Department:

Job Description Prepared: June 2024

Salary Range: \$14.25 hourly to \$17.32 hourly  
(Commensuration based on experience)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Sheriff

Subordinate Staff: Jailers

Other Internal Contacts: Sheriff's Office Employees

External Contacts: Attorneys; District and Circuit Court Judges; General Public; Inmates and Trustees; Other Detention Facilities; Department of Youth Services; Department of Human Resources; Department of Mental Health; Alabama Department of Public Safety; Bail bondspersons; Clergy

### Job Summary

Under the direction of the Sheriff, the employee manages inmate finance and accounting; supervises corrections officers in female quarters of jail; makes round of facility to ensure all doors are locked and all prisoners are accounted for. Conducts investigations when accidents occur; completes proper paperwork and submits to supervisor. Ensures inmates are properly fed and dispenses medication. Transports inmates to other facilities and medical offices. Performs intake for inmates; follows proper booking procedures.

Resumes may be submitted to: [rwade@perrycountyal.gov](mailto:rwade@perrycountyal.gov).