

# **CIVIL SERVICE COMMISSION**

*of the City of Meridian*

City Hall • 601 23<sup>rd</sup> Avenue  
P. O. Box 1430  
Meridian, Mississippi 39302-1430  
(601) 485-1931

## **AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI**

### **JAILER (3073)**

**Up to a maximum salary of \$41,857.50**

OPENING DATE: **November 15, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

**ESSENTIAL\_FUNCTIONS:** Incarcerates and processes individuals who have been arrested for criminal offenses and brought to the city jail by law enforcement officials; fingerprints and/or assists in the fingerprinting and photographing processes as needed; confiscates personal property and stores in a secure area; returns property upon release. Places prisoners in assigned jail cells; issues bed linen, blankets, and other hygiene items to prisoners as required; performs regular cell inspections and guards' inmates to prevent escape and or trouble. Deals with inmates and prisoners who have mental disabilities, medical problems, disease, and who are intoxicated; receives and/or fills out medical questionnaires to collect personal health information; calls for medical personnel to attend to inmates with medical conditions or emergencies; files questionnaire with inmate records. Conducts body and cavity searches of prisoners; looks for evidence, weapons, drugs, and/or other harmful or unlawful agents and items; removes any items found and places into evidence and/or notifies supervisor or law enforcement officers. Transports prisoners to the courthouse for arraignment, hearings, and or trials; takes all safety and precautionary measures necessary. Delivers meals to inmates on a regular schedule; consults with cook and kitchen personnel to determine the number of meals to be provided and appropriate times; notifies cook of any special diets. Communicates with the public; answers incoming telephone calls from the public, law enforcement officials, county personnel, and other individuals; provides information as requested; routes call to appropriate individual and/or takes messages as necessary. Supervises inmate workers in their daily work assignments; assists in training new or existing jail personnel regarding operational procedures and policies. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; supplemented by Five (5) months of previous experience and/or training involving security and/or police-related work required. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid driver's license at the time of application. Must obtain Chemical Spray Certificate.

EXAMINATION: The purpose of this examination is to establish a list of qualified eligible for consideration of employment; participation in this examination is not a guarantee of employment. The examination shall consist of 70% proof of education and minimum qualifications and 30% oral interview; totaling 100%. Applicants deemed to have met the minimum qualifications will be notified by the Civil Service Administrator of the date, time, and location of the oral interview. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement.** A photo ID will be required for admission to all phases of the examination process. Late-arriving applicants shall be disqualified from participating in the testing process. Applicants are responsible for obtaining their scores by coming into the Civil Service Commission office or calling (601) 485-1931 and providing their application number written in the top right-hand corner of the application. **False statements are grounds for rejection or discharge from employment. All position classifications will require a criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination.** Certification of Eligibility for this position is contingent upon verification of information submitted on the Civil Service Application. **As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.**

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity, applicants must be capable of performing all essential functions of this position, which are considered bona fide occupational qualifications. Indicate special needs. For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, 601 23<sup>rd</sup> Avenue, Meridian, Mississippi, or telephone 601-485-1931.

CIVIL SERVICE COMMISSION