

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**EXTRADITION OFFICER**

**Alabama Career Center  
1819 Bassett Avenue, SE  
Decatur, AL  
Phone: (256) 355-0142**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND  
RESPONSIBILITIES.**

**SALARY \$19.31 PER HOUR**

**APPLICATION WILL BE ACCEPTED THROUGH THURSDAY  
NOVEMBER 16, 2017.**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**

# Limestone County

## JOB DESCRIPTION

Job Title: Extradition Officer

Department: Jail

FLSA: Nonexempt

Grade: IX

Job Description Prepared: February 2013

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: Communications Supervisor – Lieutenant

Subordinate Staff: None

Other Internal Contacts: Commission Office; Probate Court

External Contacts: General Public; Surrounding Municipal and County Law Enforcement Agencies; Emergency Personnel; Area Prisons; Wardens; State and Federal Departments of Correction; Area City and County Jails; State Troopers; Judges; District Attorneys; Court Clerk's Office; DHR; Game and Fish Personnel; TVA Security; US Marshals; FBI; Customs; Border Patrol; INS; TSA; Federal Air Marshals; Federal Flight Deck Officers

### Job Summary

Under the supervision of the Communications Supervisor, the employee performs extradition and transport duties on behalf of the Sheriff's Office. The employee receives orders to extradite, coordinates travel, and ensures inmates travel safety. Employee also provides security during court proceedings and serves criminal and civil papers as needed.

## Job Domains

### **A. Extradition and Transport**

1. Receives information regarding upcoming extradition from supervisor.
2. Receives information regarding transport of inmates in neighboring counties from Communications/dispatch.
3. Transports inmates to court proceedings daily; ensures inmates are dressed and handcuffed in a timely manner.
4. Travels to other counties to execute warrants; books at jail facility and reads Miranda rights.
5. Travels out of state to perform extradition duties; completes all required documentation for commercial air travel while armed and transporting prisoners.
6. Ensures prisoners are fed and allowed to use restroom facilities.
7. Complies with all state and federal regulations regarding notifications and procedures pertaining to prisoner transports.

### **B. Court Duties**

1. Transports individuals for committal hearings; maintains order in court during proceedings.
2. Keeps order in court during regular inmate court transport duties.
3. Takes notes related to judges' orders and comments; enters into jail software.
4. Transports juveniles to and from detention facilities.

### **C. Other Law Enforcement/Jail Duties**

1. Provides security at County Jail when inmates are brought out of the secure environment for visitation, jail canteen, transfer to medical facility, religious service, etc.
2. Provides security for intervention cases for such organizations as Department of Mental Health and Department of Human Resources.
3. Assists during jail shake-downs and contraband searches; assists in restoring order during disturbances or altercations involving inmates.
4. Provides security at public events as assigned to include ball games, elections, county fairs, etc.
5. Serves different types of court issued papers in accordance with established procedures; provides general information to person receiving papers as to their responsibility of response or action.
6. Makes written execution upon service of court issued papers including date of service, place of service, and person receiving process.

7. Presents and executes warrants of arrest upon persons identified by appropriate issuing authority; ensure correct identity of arrestee; provides all identification information necessary for incarceration to appropriate Corrections staff or transfer agency.
8. Testifies in court as required.
9. Serves levies and executions; seizes property and possessions as directed; makes necessary arrangements for temporary holding of property pending court disposition; makes required written return to the issuing authority describing action taken and condition of property.
10. Locates and serves described persons for mental health evaluation as directed by the Probate Court; utilizes necessary tactics to ensure the safety of the public, detainee, and officer; transports and makes written reports to the court.
11. Performs other duties assigned.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County and departmental policies, procedures, and guidelines.
2. \*Knowledge of state, county, and federal statutes and laws.
3. \*Knowledge of US codes related to the carriage of weapons during air extraditions.
4. Knowledge of the criminal justice system and procedures.
5. Knowledge of criminal law, court procedures, and vicarious liability.
6. Knowledge of modern, approved practices and procedures of law enforcement.
7. Writing skills to complete clear, concise reports.
8. Verbal skills to effectively communicate with co-workers, commission, and the general public.
9. Driving skills to properly and safely operate a vehicle under adverse conditions.
10. Reading skills to accurately comprehend written directives and orders.
11. Ability to operate a computer to enter information, complete reports and type correspondence.
12. Ability to multi-task.
13. Ability to organize files and work projects.
14. Ability to work with little or no supervision.
15. Ability to pay attention to detail when completing reports.
16. Ability to maintain and properly use all weaponry.
17. Ability to subdue belligerent and hostile individuals.

## Minimum Qualifications

1. Ability to maintain APOST certification.
2. At least five years' law enforcement experience.
3. Completion of TSA course for Law Enforcement Flying Armed within six month of hire.
4. Ability to work overtime, holidays, weekends, or during emergencies.
5. Possession of current and valid Alabama driver's license.
6. Ability to pass background check.

## Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

## Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.