



The Cheyenne County Sheriff's Office, an EOE employer, is accepting applications for a full time Deputy Jailer. This position is for the night shift, 6pm to 6am. Benefits include: paid holidays, paid vacation, uniforms, duty equipment and medical insurance.

All applicants must pass a background investigation, be 19 years of age or over, a US citizen, have a high school diploma or GED, possess a valid driver's license, be of high moral character and be public oriented (people skills). NO felony, or serious misdemeanor convictions and be able to obtain jail certification within one year of employment. Must demonstrate personal accountability, ethics and integrity. Be family oriented, have a team mindset and community driven.

This position is subject to veteran preference in accordance with state law. In accordance with the Americans with Disabilities Act (ADA), applicants with disabilities are encouraged to request necessary accommodations in the application process. ADA inquiries should be directed to Amber Horn, Cheyenne County Attorney, 1212 Jackson Street, P. O. Box 217, Sidney, NE 69162, phone (308) 254-6060. Please mail, email, or deliver a cover letter and resume to the Cheyenne County Sheriff's Office by 4:00 pm on July 17, 2026.

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CHEYENNE COUNTY SHERIFF'S OFFICE



BASIC DUTIES DEPUTY JAILER NIGHT SHIFT

- These duties are in addition to any duties outlined by Nebraska Jail Standards and Cheyenne County Jail Policies. In addition, duties include but are not limited to the following, as well as any special orders covered on Inter-Jail Memo's.
- Check Inter-Jail Memo clipboard for any special orders, Also, check your box in the hallway for important pass on information.
- Check in and book any fresh arrests. Complete a search of the fresh arrest. Complete all necessary computer booking and paper documentation. Inventory, log and store the fresh arrest's personal property. Obtain the necessary signatures, photographs, and fingerprints from the fresh arrest.
- Conduct regular cell block checks of the inmates to ensure the safety and security of the facility.
- Monitor surveillance cameras of the facility and Cheyenne county Property.
- Check medication logs and medication drawer for any medication due to dispensed during your shift.
- Check laundry room for any laundry needing to be done or needing placed into the supply closet.
- Pick up commissary requests, transfer inmate funds and hand out commissary items.
- Empty trash containers in all Sheriff's offices.
- Check soap and paper dispenser's and re-supply if needed,
- Clean bathrooms.
- Sweep and mop the kitchen area, clean hallway rugs and jail office.
- Clean & mop main jail room area.
- Set out breakfast trays and check kitchen supplies, re-stock as needed.
- Conduct inventory of inmate supplies and leave a memo indicating the supplies that are needing restocked.
- Prior to being relieved, clean the jail office and work area, check any forms made this shift to ensure that information is complete and accurate.