

DEPARTMENT: SHERIFF

DIVISION: JAIL

POSITION: CORRECTIONS OFFICER

SUPERVISOR: SHIFT SERGEANT, JAIL DIVISION

JOB DESCRIPTION:

Work involves responsibility for the day-to-day operation of the jail. Work involves primary responsibility for a variety of jobs: Maintaining safety and security of the county jail and inmates, booking or releasing inmates, transportation of inmates, supervising inmate visitation, overseeing kitchen operations as assigned, monitoring health and welfare needs of inmates, maintaining jail records, and ensuring maintenance and cleanliness of jail areas.

EXAMPLES OF TASKS PERFORMED:

1. Booking and release of inmates; taking necessary fingerprints, inmate information, and photographs
2. Strip searches and issues jail clothing at time of placement into jail
3. Administers and logs prescribed medication to inmates
4. Supervises inmate workers, and inmates on work release program
5. Supervises secure storage of inmate property and clothing
6. Maintains current information in jail records and computer systems
7. Escorts inmates as required to outside court hearings, medical appointments, and work assignments
8. Prepares inmates for transport to other correctional facilities
9. Supervises visitation
10. Supervises educational programs
11. Inspects and authorizes release of inmate documents and property
12. Logs outgoing and incoming mail and money for inmates when required
13. Supervises maintenance and cleanliness of all jail areas daily
14. Makes required checks of all inmate areas to ensure inmate safety and well-being
15. Monitors and communicates with inmates in pod areas
16. Performs other related work as required

REQUIREMENTS:

1. Must be licensed jailer through TCOLE within one year of employment
2. Must pass required physical agility test
3. Must possess a valid Texas driver's license; have and maintain a good driving record
4. Ability to read and write the English Language
5. Ability to meet specific physical requirements that may be established by departmental administration

6. Ability to remain calm under stress
7. Ability to understand and assist in solving Office related issues
8. Ability to respond to pages, telephones, two-way radios, and other auditory stimulation
9. Ability to evaluate and interpret information and to make independent decisions

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of modern police and corrections practices and methods
- Some knowledge of appropriate federal, state and local laws
- Knowledge of the basic principle of first aid
- Knowledge of direct supervision concepts
- Knowledge of interpersonal communication skills
- Some knowledge of the geography of the county and adjacent areas
- Ability to speak and write effectively
- Knowledge of Office policies, procedures, rules, and regulations