

**DEPARTMENT: SHERIFF**

**DIVISION: DETENTION**

**POSITION: CORRECTIONS OFFICER / DEPUTY C.O.**

**SUPERVISOR: SHIFT CORPORAL**

**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 TCLEOSE within one year of employment
2. Must pass required physical agility test
3. Must never have been convicted of a Felony or a Class A misdemeanor
4. Must successfully complete state mandated training every biennium

5. Must not ever have been on court ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years of the court order and never been convicted of a family violence offense
6. Must possess a valid Texas driver's license; have and maintain a good driving record
7. Ability to read and write the English Language
8. Ability to bend, lift, grasp, climb, use fine hand-eye coordination, push and pull, and endure long periods of standing or sitting
9. Ability to remain calm under stress
10. Ability to understand and assist in solving Office related issues
11. Ability to respond to pages, telephones, two-way radios, and other auditory stimulation
12. Ability to evaluate and interpret information and to make independent decisions
13. Deputy Corrections Officer must be certified by TCLEOSE

### **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