

BOSQUE COUNTY SHERIFF'S OFFICE – Job Specification

CORRECTIONS OFFICER/JAILER

JOB NO. 1700

Department: JAIL

Reports to: Jail Administrator

SUMMARY

The Jail Officer is primarily responsible for supervision of inmates within his/her assigned area. He/She will maintain order and security through fair and impartial application of Bosque County Jail Procedures and Policies. He/She will maintain the highest level of security possible while ensuring safe and humane treatment of all inmates including the protection of their rights in accordance with Texas Commission on Jail Standards. Reports directly to the Jail Administrator.

SUPERVISION RECEIVED:

Works under the general supervision of the Jail Administrator or shift supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Books, fingerprints, photographs and processes new inmates as directed. Classifies, transfers and releases inmates with attention to health, safety and security of other officers, inmates and the public.
2. Conducts periodic, documented headcounts of inmates and makes periodic activity and physical security checks of all inmate housing area and areas to which inmates have access with in his/her assigned area of control.
3. Conducts safety inspections and fire drills as required.
4. Serves meals and assists with the personal needs of inmates such as telephone calls, mail, visitation and commissary.
5. Provides informal counseling to inmates and intervenes and resolves crisis situations such as fights and medical emergencies.
6. Keeps inmate roster and housing assignment board up to date as directed.
7. Supervise the dispensing of medication to inmates in accordance with pertinent policy, procedures and Jail Standards when directed.
8. Carry out all other duties not listed herein that might be required by his/her supervisor, Jail Administrator or Sheriff for the safe and proper operation of the Bosque County Jail.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Jail Administrator or Sheriff.

MANDATORY QAULIFICATIONS:

Education and/or Experience

A high school diploma or equivalent is required. Jailer certification from the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) or the ability to successfully complete a Jailer certification course within twelve (12) months of hire.

Certificates, Licenses and Registration

Other specialized job requirements include a valid driver's license and certification by the Texas Commission on Law Enforcement Officers Standards and Education as a Jail/Corrections Officer.

PHYSICAL DEMANDS

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, exposure to out door conditions, the ability to take control of another person as needed and exposure to stressful situations.

Requires working rotating shifts, weekends and holidays.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____