

JOB POSTING ANNOUNCEMENT

Posting Date: January 9, 2017

Closing Date: When filled

Title: Full Time Corrections Officer

Department Kerr County Adult Detention Center

Starting Salary: \$18.82 per hour

General Description of Job Duties:

The purpose of this position is to oversee the safety and welfare of inmates, staff, and visitors, and adhering to jail standards and regulations. Monitor inmates and their activities, and maintain overall security within the facility. Book new inmates and complete required documentation, supervise trustees, approve, and oversee inmate release for visitation, recreational activities, life skills participation, and church attendance. Transport and monitor inmates in route to medical appointments and court appearances.

Qualifications:

Ability to operate basic office equipment to include multi-line telephone systems, computers and software programs, radio and telecommunication equipment. Ability to communicate effectively orally, and in writing. Ability to understand written verbal instructions. Ability to establish and maintain effective working relations with departmental employees, law enforcement officers, inmates, outside agencies, and the general public.

Requirements: Valid Texas Driver's License; must pass entrance exam; physical and psychological exams, and background check; applicant must be able to work shift work, holidays and weekends. All necessary documents must be attached as stated in application.

Education and Experience:

Completion of high school/GED; no experience required

Application Information: An application may be downloaded from this website or one may be obtained from the Kerr County Sheriff's Office, 400 Clearwater Paseo, Kerrville, TX 78028. Applications should be returned to:

Kerr County Sheriff's Office
400 Clearwater Paseo
Kerrville, TX 78028



**KERR COUNTY, TEXAS
SHERIFF'S OFFICE
JOB DESCRIPTION**

Name:

Department: County Jail

Position/Class Title: Corrections Officer

Supervisor: Shift Supervisor

Pay Grade: 18.5

Employment Status: Non-Exempt

GENERAL DESCRIPTION:

The purpose of this position is to oversee the safety and welfare of inmates, staff, and visitors, and adhering to jail standards and regulations. Monitor inmates and their activities, and maintain overall security within the facility. Book new inmates and complete required documentation, supervise trustees, approve, and oversee inmate release for visitation, recreational activities, life skills participation, and church attendance. Transport and monitor inmates in route to medical appointments and court appearances.

ESSENTIAL JOB DUTIES:

1. Monitor detention cells and jail facility with surveillance equipment and in person to ensure the safety of inmates.
2. Process new inmate documentation to include: fingerprints, photographs, medical records, offense records, and related documents.
3. Monitor inmate activities and supervise trustee activities.
4. Enter inmate booking data in computer programs; assist in processing new inmates to include log sheets, prisoner searches, and the collection and issue of receipt for prisoners' personal belongings.
5. Collect cash and issue receipts for paid fines, bond fees, and commissary purchases.
6. Control visitor access to inmates and provide security for visitors.
7. Maintain Master Control Board and Log Jail Movement.
8. Approve and monitor inmates released for visitation, recreational activities, life skills participation, and church attendance within the facility.
9. Process appropriate documents for the temporary or permanent release of inmates, and ensure that correct security procedures are followed.
10. Survey buildings at regular intervals to ensure security.
11. Administer medications for inmates as prescribed by physicians.
12. Escort inmates to various court, hospital and medical appointments.

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- 13. Follow state jail standards and department policies.
- 14. Assist in security of the Jail.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Additional duties include: Manage shift personnel in the absence of the Sergeant, assign work duties, and address staff and inmates inquiries. Coordinate inmate bookings and releases. Ensure accountability of inmates. Assist with new recruit training, and documentation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to follow security procedures and techniques; Knowledge of criminal and civil law; Knowledge of departmental policies and procedures; Knowledge of and ability to adhere to the Texas Commission of Jail Standards; Knowledge of inmate restraints and their proper uses; Ability to maintain jail security; Ability to operate basic office equipment to include multi-line telephone systems, computers and software programs, radio and telecommunication equipment; Ability to communicate effectively orally, and in writing. Ability to understand written and verbal instructions; Ability to establish and maintain effective working relations with departmental employees, law enforcement officers, inmates, outside agencies, and the general public; Good interpersonal and customer service skills; Ability to work effectively in hazardous or stressful environments. Good supervisory skills. Good mathematical skills. Good problem-solving skills. Ability to effectively multi-task. Ability to operate a motor vehicle without assistance; Ability to remain in good physical condition.

EDUCATION AND EXPERIENCE:

The educational requirement for this position is: Completion of high school/GED.
This position requires: No experience required.
Education cannot be substituted for experience.
Experience cannot be substituted for education.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications **required** for this position include:
Jailer License by Texas Commission Law Enforcement; Certification must be obtained within one year of employment.
Valid Texas Driver's License

Certifications, licenses, professional designations, or other qualifications **preferred** for this position include: N/A

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

Standing: over 2/3 of the time; walking: over 2/3 of the time; sitting: under 1/3 of the time; using hands: up to 2/3 of the time; reaching with hands and arms: up to 2/3 of the time; climbing or balancing: under 1/3 of the time; stooping, kneeling, crouching, or crawling: under 1/3 of the time; talking or hearing: over 2/3 of the time; and, tasting or smelling: over 2/3 of the time.

This position requires lifting: Up to 10 pounds: up to 2/3 of the time; up to 25 pounds: up to 2/3 of the time; up to 50 pounds: up to 2/3 of the time; up to 100 pounds: under 1/3 of the time; and, more than 100 pounds: under 1/3 of the time.

Vision Requirements:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)

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- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

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| • Indoor environment | • Odors | • Chemical hazards |
| • Outdoor environment | • Moving mechanical parts | • Explosive hazards |
| • Noise | • Fumes | • Burn hazards |
| • Extreme temperatures | • Gases | • Working in high places |
| • Vibration | • Poor ventilation | • Biohazardous waste |
| • Moisture and/or humidity | • Electrical hazards | |
| • Dust | • Mechanical hazards | |