

Jefferson County Sheriff Office/Jailer

Reports to: Deputy Chief of Correctional Facility
Salary: Starting Hourly Salary \$20.23 - C.O. level 1

The Mission of the Jefferson County Correctional Facility is to provide the safe and secure detention of offenders in order to protect the staff, inmates and citizens of Jefferson County.

Duties and Responsibilities:

Essential job functions within the facility: Provide direct supervision and conducts security rounds inside the housing areas and other areas; observes behavior in order to detect safety and security concerns; intervenes to break-up physical altercations between inmates; restrain and detain out-of-control inmates in order to maintain control of area; conduct pat searches to maintain safety and security; inspects housing areas and other areas assigned to maintain cleanliness; enforces the rules and regulations; write disciplinary and incident reports; conduct searches for unauthorized contraband; reports any safety, mechanical and maintenance problems that are observed to supervisor; conduct escorts of inmates for security reason; attend daily shift meetings to receive instructions and exchange information regarding current conditions; completes required paperwork at end of each shift, including any offense and incident reports.

Other Job Functions:

Performs other job related duties, as directed. Overtime may be required as necessary for the security of the facility and the citizens of Jefferson County.

Note:

The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all the duties listed necessarily performed by any one employee so classified.

Equipment Used:

Personnel computer/mainframe terminal; other general office equipment; security systems (including locks, fire alarms/sprinkler, surveillance camera); use of handcuffs; and proper use of hand held radio for communication within the facility.

Minimum Standards for Employment with the Jefferson County Sheriff's Office

Applicant must:

- U. S. citizen
- At least 18 years of age
- Possess a valid Texas Driver's License with a good driving record and proof of valid auto insurance
- Have a High School Diploma or GED
- Never been convicted of an offense above the grade Class A/ B misdemeanor within the last 10 years
- Never been convicted of any family violence offense
- A thorough background investigation and a personal interview by representatives of the Jefferson County Sheriff's Office
- Maintain a good credit rating

Additional Requirements for Employment as Jailer:

Must complete a TCOLE approved basic jailer course of at least 120 hours and be a TCOLE certified jailer within 1 year of employment.

Assignments may include but are not limited to:

- Low, Medium & Maximum risk inmate housing units
- Recreational yards
- Book-in/inmate processing
- Inmate releasing/inmate transfer
- And other areas as directed

Knowledge, Skills & Abilities:

Effective verbal and written communication skills; strong interpersonal skills in order to interact and cooperate with co-workers and provide effective direct supervision of inmates; and good problem solving skills as well as effective leadership ability.

Working Conditions:

Work to be performed in all areas of facility; **must be available to work any and all shifts (7:00 a.m. - 3:00 p.m.; 3:00 p.m. - 11:00 p.m.; 11:00 p.m. – 7:00 a.m.)**, including weekends, holidays and natural disasters; overtime when necessary to ensure proper staffing for safety and security.

Physical Requirements:

Duties require frequent walking, reaching, lifting, carrying, climbing, restraining out of control inmates, dealing with emergency situations (medical, riot, fire, etc.) and must be able to stand and sit for long periods of time.

How to apply:

The process begins with your written application, and continues with the following steps:

- Pass reading comprehension, spelling, arithmetic, vocabulary and punctuation exam
- Pass physical agility test and drug exam
- Pass background investigation
- Agree to pre-employment polygraph exam
- Complete psychological exam and evaluation
- Oral interview

Applications are available at the following locations:

Jefferson County Correctional Facility
5030 Hwy 69 South
Beaumont, Texas 77705
(409) 726-2521

Jefferson County Sheriff's Office
1001 Pearl
Beaumont, Texas 77701
(409) 835-8411

Web Address for Jefferson County Sheriff Office:

www.co.jefferson.tx.us go to sheriff, human resources, job opportunities

Jefferson County is an equal opportunity employer. The county does not discriminate on the basis of race, color, national origin, sex, religion, age or disabilities in employment or the provision of services.