

**TO APPLY FOR THE “FEMALE” JAILER POSITION COMPLETE THE
SHERIFF’S OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION**

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A FULL TIME FEMALE JAILER

JOB SUMMARY: A jail officer is a non-exempt position responsible for the daily operation of the Jail. The Jail officers are under the direct supervision of the next higher command level and have no supervisory capacity except by order of a supervisor.

ESSENTIAL FUNCTIONS:

- ◆ Ensure the safety and security of the Jail.
- ◆ Responsible for the security and supervision of inmates.
- ◆ Complete all required reports and assignments accurately.

In addition to regular duties of a Jail Officer, a Kitchen Supervisor’s essential functions:

- ◆ Prepare food specifications, place orders, maintain inventory and work with vendors while meeting nutritional requirements.
- ◆ Follow policy, meet timelines, keep documentation to stay in compliance with mandates and use sound methods to feed inmates effectively and efficiently.
- ◆ Keep a safe, clean and orderly work place.
- ◆ Upkeep and maintain of all kitchen equipment, reporting problems and planning solutions.
- ◆ Oversee trustees and ensure that inmates are of good health, clean and perform duties satisfactorily.
- ◆ Supervise food preparation and compliance for three meals each day of the week.
- ◆ Coordinate supervision of trustees and food preparation during off duty times.

In addition to regular duties of a Jail Officer, a Transport Officer’s essential functions:

- ◆ Schedule transports to and from court, across the State and nationwide when ordered, in compliance with court orders and mandates.
- ◆ Coordinate all transports through shift Sergeant and local, state or federal agencies involved, in a timely manner.
- ◆ Transport subject in a safe and professional manner according to all laws, policies and procedures, to protect the public.
- ◆ Restrain all subjects being transported according to agency policy.
- ◆ Carry proof of transport authorization and certification of training when flying, as well as, abiding by airline policies.

In addition to regular duties of a Jail Officer and Transport Officer, a Courthouse Security Officer’s essential functions:

- ◆ Work courthouse security with the District Court Bailiff, Chief Investigator and deputies on normal routine to ensure efficient operations and safety of the District Judge, Jury, Attorneys, Staff and public.

In addition to regular duties, part time Jail Officer’s essential functions are:

- ◆ Restrain all subjects being transported according to agency policy.
- ◆ Schedule transports to and from court or medical visits.
- ◆ Schedule and supervise the outside work detail projects.
- ◆ Additional duties as assigned by supervisor.

The verbal abuse and physical confrontations are frequent and must be handled professionally at all times. Jailers must be able to cope with situations that are emotional and stressful. All jail officers are required to follow all rules and regulations of the Texas Commission on Jail Standards and the Texas Department of

JAILERS, continued.

Corrections along with the Erath County Sheriff's Office policies and procedures. Must possess the ability to plan, organize and act upon all areas under the control of the shift commander. Officers must be able to respond to calls for aid and information at all hours and must also work unscheduled times without prior notice. Other requirements include duties as assigned within the scope of responsibility and skill required of the job. Must live within an approved distance from the Erath County Sheriff's Office.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ Possess a valid Texas driver's license.
- ◆ Licensed jailer by Texas Commission on Law Enforcement Officer Standards and Education, within one year of employment.
- ◆ Jailer experience preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Demonstrate leadership skills and display on the job working knowledge of ordinances, laws, procedures and department policies.
- ◆ Ability to research, coordinate and communicate both orally and written.
- ◆ Must be dependable, detail oriented and confidential with cases.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Most work is performed indoors. Travel is required for job related duties. Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens and from weapons. There may be exposure to communicable diseases, illnesses and body fluids.

PHYSICAL REQUIREMENTS: This position requires ability to take physical control of another person as needed and exposure to stressful situations. Generally, this position requires light lifting, usually less than 10 lbs but can require lifting, carrying, pushing and/or pulling items that are 100 lbs or more.

Beginning salary is \$28,246.63. Benefits include health and dental insurance for the employee after a 90 day waiting period. Careflite insurance is provided for the employee and household family members at no cost. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation, sick and holiday hours are accrued each pay period.

Applicant will be subject to background check. A physical and drug screen are required.

The Erath County Sheriff's Office applications are available online at www.co.erath.tx.us .

Applications will be accepted until position filled.