

BROOKS COUNTY SHERIFF'S OFFICE

DEPARTMENT- BROOKS COUNTY SHERIFFS DEPARTMENT

JAILER- Under the direct supervision of the Jail Administrator, the jailer shall be responsible for carrying out the everyday operations and security of the jail. Duties are performed in accordance with State Statutes and department rules and procedures; positions are non-protective. Regular scheduled for 80 hours in a fourteen day work period.

POSITION SUMMARY-

ESSENTIAL RESPONSIBILITIES:

- Ascertains that commitments and arrests of individuals to be detained in jail are in proper order.
- Properly books in all prisoners upon their arrival at the jail, including performing a weapons search, logging into the computer all personal belongings and securing the same, logging in inmates identifying information, fingerprinting and photographing the inmate, issuing clothing, bedding and other supplies.
- Moves inmates between cells keeping inmates segregated, presentenced, Bible study, attorney visits, etc. May assist Deputy Sheriff's in transporting inmates.
- Makes and logs periodic checks of cell blocks for cleanliness, contraband and enforcement of all rules and regulations among the prisoners.
- Performs cleaning and sanitation
- Performs varies clerical duties
- Performs inmate supervision
- Delivers medication and contacts proper medical staff regarding inmate medical concerns.
- Performs cell extractions and maintains order in the jail.
- Regular attendance is required.
- Any other additional duty as assigned within the scope of the department.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledgeable of computer hardware, software and accessories.
- Ability to become knowledgeable of rules, regulations and State Statutes regarding housing of prisoners.
- Ability to detect and recognize potential hazards and dangers to the facility and safety of the inmates.
- Must be able to discern accurate records and make detailed reports.
- Ability to follow oral and written instructions or directions.
- Ability to maintain effective working relationships.

EDUCATION and/or EXPERIENCE

- High School Graduate or GED
- Some college preferred
- Experience with Corrections also preferred

LANGUAGE SKILLS

Must possess good verbal and written communication skills
Bilingual English and Spanish preferred

MATHEMATICAL SKILLS

Good basic mathematical skills

REASONING ABILITY

Ability to evaluate situations and make good independent decisions based on practices, rules and procedures.

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CERTIFICATES, LICENSES, REGISTRATIONS

State Certification as a Corrections Officer

Texas Driver's License

Must be able to complete Pre-employment Psychological Evaluation

SPECIAL CONDITIONS

MAY BE REQUIRED TO USE FORCE TO QUELL DISTURBANCE

DISCIPLINE AND ENFORCE RULES AND REGULATIONS.

Out of county transporting may be required

Must be able to work 12 hour shifts

PHYSICAL DEMANDS

- Employees must be able to stand a minimum of 8 hours per day