



Eastland County Detention Officer Jailer Job Description

Job Title: Detention Officer

Employee Name:

Pay Rate: \$15.00-\$16.19 per hour

FLSA Status: Non-Exempt

Reports to: Jail Administrator

Approved Date: 2/01/2021

SUMMARY

This position requires a thorough knowledge of law enforcement and jail procedures. This individual is responsible for the operation of all the jail electronic security doors, answering of the inmate intercom and department telephones. This position requires a one-on-one or group contact with inmates for daily activities. This individual must be able to communicate verbally with inmates and the public in a professional manner.

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. At times you may have to physically restrain an inmate who has become out of control.
2. Deliver items to inmates, Hygiene, Cleaning Supplies, Food, Clothing, etc.
3. Maintain and control of inmates for daily activities: Court, Church, Recreation, Housing, etc.
4. Physically view each inmate during cell check, required every hour done every 30 minutes.
5. Entry and removal of computer information

ADDITIONAL JOB REQUIREMENTS

1. Maintaining prisoner records, i.e. work release, commitment papers, inmate files, etc.
2. Operating security doors
3. Answering the phone
4. Monitor video/camera security system
5. Check incoming and out-going inmate mail and redirect as required.

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 supervisor

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

A high school diploma or equivalent is required. Knowledge of the use of computer, typewriter and multi-line telephone desirable.

Criminal History, Physical Exam, Drug Screen and Psychological Screening

Background checks will be performed on all incumbents to meet the TCOLE requirements. The person must pass a physical, drug test and psychological screening by a licensed professional. Must be a US citizen.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must be able to communicate verbally with inmates and the public in a professional manner.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral

instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with short term disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with short term disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

This position could possibly be a risk to bodily injury or harm.

The noise level in the work environment is usually moderate.

Relationships with inmates

Having relationships with inmates of any form is prohibited. Phone, mail or any other forms of communication can be considered as an improper relationship. Texas Penal Code 39.04 Sex with inmates is prohibited and will be investigated. Felony charges will be filed against you if warranted.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Leadership and Development

All report to the Jail Administrator

Report to Assistant Administrator

Report to Shift Leader

Jailer

By signing this Job Description I agree and understand my responsibilities as a Detention Officer.

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Employee Signature: _____ Date: _____

Jail Administrator: _____ Date: _____