

LEE COUNTY SHERIFFS OFFICE
Job Description

Job Title: CORRECTIONS OFFICER/JAILER

Department: JAIL

Reports to: Jail Administrator/Sheriff

SUMMARY:

The Corrections Officer is primarily responsible for supervision on inmates within his/her assigned area, He/She will maintain order and security through fair and impartial application of Lee County Jail Policies and Procedures. He/She will maintain the highest level of security possible while ensuring safe and humane treatment of all inmates including the protection of their rights within the correctional setting. Reports to the Jail Administrator or Sheriff.

SUPERVISION RECEIVED

Works under the general supervision of the Jail Administrator or shift supervisor.

SUPERVISION EXERCISED

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. Books, fingerprints, photographs and processes new inmates as directed, Classifies, transfers and releases inmates with attention to the health, safety and security of other officers, inmates and the public.
2. Conducts periodic informal head counts of inmates and makes periodic activity and physical security checks of all inmate housing area and areas to which inmates have access within his/her assigned area of control.
3. Conducts safety inspections and fire drills.
4. Provides informal counseling to inmates and intervenes and resolves crisis situations such as fights and medical emergencies.
5. Serve meals and assist with the personal needs of inmates such as telephone calls, mail and visitation, commissary.
6. Keep inmate roster and housing assignment board up to date as directed
7. Supervise the dispensing of medication to inmates in accordance with pertinent policy and procedure when directed.

8. May be assigned to maintenance duties and performs such other duties as may be assigned.
9. Carry out all other duties not listed herein that might be required by his/her supervisor or any member of the administration for the safe and proper operation of the Lee County Jail.

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. Jailer certification from the Texas Commission on Law Enforcement (TCOLE) or the ability to successfully complete a certification course within twelve months of hire.

CERTIFICATES, LICENSES, REGISTRATION

Other specialized job requirements include a valid driver's license and certification by the Texas Commission on Law Enforcement (TCOLE) as a Corrections Officer or in the process of getting a certification.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read, write and understand the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide and calculate percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Must be able to meet TCOLE and Department requirements for psychological, medical and drug examinations. Must be able to write clear and concise reports, maintain complete records as required, provide complete and accurate testimony of past facts and incident, communicate both verbally and in writing professional standards and maintain confidentiality of certain types of information. Possess some typing skills. Ability to establish and maintain effective working relationship with other County employees, Officials, inmates and its public. Must be able to work under pressure and remain calm in

dangerous situations, the ability to withstand job-related stress and must be able to work close contact with and supervise inmate population.

PHYSICAL DEMANDS

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, exposure to outdoor conditions, the ability to take physical control of another person as needed and exposure to stressful situation, computer screens and individual with risk of illness. While performing the duties of this job, the employee is required to be able to finger, handle or feel objects, tools or controls, talk and hear, taste and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Requires working rotating shifts, weekends and holidays.

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 disabilities to perform the essential functions.

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

The noise level in the work environment is usually moderate.

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 contract for employment.