

# NOTICE OF JOB OPENING

**JOB DESCRIPTION:** Jailer

**POSITION:** Jailer

**RESPONSIBLE TO:** Jail Administrator

## **JOB DESCRIPTION:**

1. The Jailer has the responsibility to provide care and protection to the inmates of the County Jail.
2. The Jailer has the responsibility of guarding inmates and the facility to prevent harm to inmates and staff as well as preventing damage to or escape from the facility.
3. The Jailer is responsible for assisting inmates with problem solving and rehabilitative needs.
4. The Jailer will be responsible for the safe and proper operations of the Control Room including, but not limited to, the door control panel, radios, computer terminals, intercom system, fire alarm, and telephones.
5. The Jailer will have contact with the general public and other agencies and will maintain a professional demeanor at all times.
6. The Jailer will be responsible for maintaining accurate records of all activities performed in the Jail.
7. The Jailer will, at times, be required to interact with other Sheriff's Office staff in the jail setting. However, due to the Jailer's level of specialized training, it is the Jailer who is responsible for insuring that proper jail policies and procedures are followed.

## **WORKING CONDITIONS:**

Working conditions and schedule may vary according to the particular job assignment. The Jailer positions must be able to work shift work and irregular hours twenty-four hours per day.

Works in a hostile environment and is in direct contact with inmates ranging from pre-trial detainees to convicted felons. May be required to deal with aggressive, uncooperative, or intoxicated persons. May be required to employ force to prevent escape, to overcome resistance, or to protect persons or property. Must keep alert for the safety of self and others, especially when assisting other jailers with disorderly inmates.

## **QUALIFICATIONS:**

**Jailer – Entry Level:** Must be at least 18 years of age and possess a high school diploma or equivalent. Must pass background, written, and oral screening and testing as prescribed by the Department. Must pass physical and psychological examinations and meet all other requirements as imposed by TCOLE. Typing skills are necessary. Must be able to sit and stand for prolonged periods. This is a probationary position which requires the new employee to successfully complete on the job training within 60 days, as well as appropriate licensing by the State within time limits set by the State, for continued employment.

**Jailer I:** Must meet all requirements as outlined in Jailer Entry Level. Must have current license from the State of Texas as County Jailer. Must have at least 6 months experience with the Milam County Sheriff's Office. Should score at least 80% on current job performance review and other testing to be considered for Jailer II.

**Jailer II:** Must meet all requirements as outlined in Jailer I. Must have current license from the State of Texas as County Jailer. Should have a minimum of two (2) years of experience with the Milam County Sheriff's Office. Must be willing and capable to train other jail staff employees and to accept extra assignments as directed by Administration. Must be current on all continuing education pertaining to licensure. Should score at least 80% on current job performance review and other testing to maintain Jailer II.

**AUTHORITY:** There is no supervisory authority associated with the position of Jailer/Dispatcher.

**TO APPLY:** Applications may be picked up at the Milam County Sheriff's Office / Jail, located at 512 N. Jefferson, Cameron, TX 76520.