



ANNOUNCEMENT OF JOB OPENING

POSITION: Jail Administrator

DEPARTMENT: MILAM COUNTY SHERIFF'S OFFICE

DATE OF POSTING: December 2, 2024 - OPEN UNTIL FILLED

The Milam County Sheriff's Office will be taking applications for the position of Jail Administrator; this is a full-time position with County benefits. Minimum requirements include:

- Must possess at least a Basic Peace Officer Certification through TCOLE (Texas Commission on Law Enforcement) and not be prohibited from possessing a firearm.
- Must not have been arrested for or convicted of any misdemeanor criminal offense.
- Must not have been arrested for, convicted of, or indicted for any felony criminal offense.
- Must be able to stand, sit, or drive for long periods of time.
- Must be able to pass an extensive background check.
- Must be available to work any hours as assigned.
- Must be able to meet the requirements as listed in the attached job description for Milam County Sheriff's Office – Jail Administrator.

Those wishing to apply should obtain an application from the Milam County Sheriff's Office, located at 512 N. Jefferson, Suite A, Cameron, Texas. Applications should be filled out completely and turned back in to the Milam County Sheriff's Office.

Milam County is an Equal Opportunity Employer.

Rev. 12-2-2024

Chief Deputy/Jail Administrator - Jail Bureau

Job Summary

The Chief Deputy of the Jail / Jail Administrator is responsible for working closely with the Sheriff through a broad range of duties or assignments. The Chief Deputy of the Jail / Jail Administrator shall also investigate any assigned internal investigation and/or criminal matters. Additionally, The Chief Deputy of the Jail / Jail Administrator shall supervise any all Milam County Jail staff and personnel, Patrol Division personnel as well as Communications Division personnel as needed; check, approve, and forward paperwork and/or jail reports to appropriate department/personnel or State and Federal offices. The Chief Deputy of the Jail / Jail Administrator will answer Calls for Service as needed and enforce traffic laws including performing criminal and/or narcotics interdiction activities. The following job description/responsibilities list has been prepared for guidance of the Chief Deputy of the Jail / Jail Administrator in the daily performance of his/her duties; however, this list should not be considered limited to just these areas.

Answers to the Sheriff and completes tasks as instructed.

Primary responsibilities

- Communicate daily with the Sheriff to maintain an advanced level of intelligence and knowledge of current events and/or activities taking place within and throughout the Sheriff's Office Jail.
- Recognize violations of Milam County Sheriff's Office Policy and take appropriate action without delay.
- Perform tasks, assignments, and self-initiated activities in a manner that promotes the Mission of the Milam County Sheriff's Office as well as Milam County and Milam County Sheriff's Office Polices.
- Engage and/or maintain a mindset dedicated to creating a proactive plan or means towards problem solving any occurring, reoccurring, or foreseeable issues. Follow up with a verbal or written presentation of those proactive policy, plan, or program ideas to the Sheriff for tentative approval.
- Perform and complete internal investigations into the conduct and/or affairs of Milam County Sheriff's Office/Jail personnel. Present a written summary of any internal investigation to the Sheriff and carry out any disciplinary action authorized or directed by the Sheriff.
- Shall establish and maintain effective relations with other county departments and offices, public agencies, and the public; communicate effectively both verbally and in writing; and speak effectively before groups, schools and/or civic organizations.

- Engage in scheduling activities of Sheriff's Office Jail personnel including but not limited to creating a work/shift assignment schedule, collection and submission of organized time-sheet data in a timely manner as needed for completion of payroll requirements or needs at the Milam County Treasurer's Office or Human Resources Department.
- Accurately complete and/or submit mandated or required forms to various State and Federal agencies.
- Create and maintain detailed investigative reports and records.
- Individually or in tandem with additional personnel, efficiently investigate and process crime scenes within the Milam County Jail.
- Properly file and/or preserve investigative reports and/or paperwork.
- Conduct follow up Jail investigations and examine or act on leads as they are obtained.
- Maintain an in-depth knowledge of federal and state statutes and court cases related to work performed and agency rules and regulations.
- Be available to perform responsibilities as needed through an "on-call" basis.

Other Responsibilities

- Supervise all Milam County Sheriff's Office personnel in the absence of the Sheriff and Chief Deputy.
- Perform activities promoting positive public relations and support
- Enforce traffic laws to include writing citations.
- Perform criminal/narcotic interdiction activities.
- Patrol Milam County to promote the protection of people's lives and property.
- Identify and arrest people accused of criminal acts, including assault, burglary, theft, etc.
- Be able to explain to a jury the significance of collected evidence as it relates to proof.
- Respond to distress calls or calls for assistance/Investigate reports of suspicious activity.
- Pursue fleeing suspects on foot or by motor vehicle.

- Provide road assistance to motorists and give directions if necessary.
- Book and/or process prisoners or inmates of the Milam County Jail.
- Be familiar with and strictly follow the policies and procedures of the Milam County Sheriff's Office.
- Maintain a level of physical and mental fitness that will allow for the performance of the above described duties.

Chief Deputy of the Jail / Jail Administrator will be subject to additional duties as delegated by the Sheriff.