



BEE COUNTY SHERIFF'S OFFICE

Sheriff Randy Aguirre

1509 GALLOWAY DRIVE BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)

Job Description: JAILER

CLASS NO. 1027
PAY GROUP: 12

EEOC CATEGORY: Protective Service Workers
FLSA: Nonexempt

SUMMARY OF POSITION:

Provides corrections service involving the health, safety, and security of inmates and the public in a corrections facility or program. Monitors prisoners' activities, and maintains necessary records. Maintain order and security through fair and impartial application of Bee County Jail policies. Work involves training in Jailer and offender relations, security, and corrections management. Works with other Jailers in the daily operation of the jail.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Corporal
2. Directs: Supervises Inmates.
3. Other: Works with other departmental employees, other law enforcement agencies, inmates, and the general public.

EXAMPLES OF WORK

Essential Duties*

Monitors all prisoner activity;

Controls violent or mentally ill inmates, including physical restraints of inmates;

Processes incoming and outgoing prisoners, and issues clothing and bedding;

Conducts searches, shakedowns, and inspections of prisoners;

Conducts regular cell checks;

Conducts frequent cell searches for contraband;

Conducts inmate headcount before and after each shift change or as required;

Works in jail control room;

Maintains accurate inmate and work records;

Assists medical staff with distributing required medications to inmates;

Processes prisoners into and out of the facility. This includes all paperwork, bonds and fingerprints;

Supervises trustee inmates in distribution and clean-up of meals;

Supervises inmate recreation;

Supervises inmate visitations and phone calls; and

Transports inmates to and from court, hospital, or other correctional facility.

Posts incoming and outgoing money, and prepares and makes bank deposits for inmate trust fund;

Provides security for inmates hospitalized outside of jail facility;

Distributes prisoner mail and commissary;

Administers first aid to prisoners;

Supervises trustee inmates outside of jail facility; and

Perform such other related duties as may be assigned.

All Bee County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty four hours a day, at the discretion of the Sheriff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws, departmental policies, rules, regulations, instructions, and correctional procedures regarding the custody of inmates; and first aid and CPR techniques.

Skill/Ability to: accurately follow oral or written instructions; issue clear oral or written instructions; write clear concise reports; maintain complete records; establish and maintain effective working relationships with other departmental employees, other law enforcement agencies, inmates, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

CERTIFICATES AND LICENSES REQUIRED

Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement (TCOLE) within one year of date of hire.