

**HARRISON COUNTY, TEXAS**  
**Human Resources Department**  
**Internal/External JOB Openings**

**Adult Detention Officer/Jailer**

DEPARTMENT:	SHERIFF'S OFFICE
DATE POSTED:	OPEN
Closing Date:	OPEN
GENERAL PURPOSE:	Participates in the processing and/or release of detainees; supervises and monitors the activities of the inmate population; provides for the security and care of inmates; staffs the Control Room; and performs other related duties as assigned.
EDUCATION AND EXPERIENCE:	High School Diploma or equivalent. One year detention center experience preferred but not required; OR an equivalent combination of education and experience.
REQUIRED LICENSES OR CERTIFICATIONS:	Must possess a valid Texas Driver's License; Jailer License is preferred but not required. Harrison County will License you within one year of employment.
Complete Job Description attached.	
APPLICATIONS ARE AVAILABLE:	HUMAN RESOURCES, 200 W. Houston, Room 328 or at: <a href="http://www.harrisoncountytexas.org">www.harrisoncountytexas.org</a>
Only Qualified Applicants may submit the Sheriff's Office application, along with other required documents to:	<a href="mailto:velmam@co.harrison.tx.us">velmam@co.harrison.tx.us</a> or fax to: 903-935-4800 or mail in
Eligible for Benefits:	Retirement, Health Insurance, Holidays
Hours of Work:	40 hrs.a week
Rate of Pay:	Based on experience
The County of Harrison is an Equal Employment Opportunity Employer Promoting a Drug & Smoke-Free work environment	

**AN APPLICATION IS REQUIRED FOR ALL POSITIONS.**

Harrison County  
Job Description

ADULT DETENTION OFFICER

Department:	Sheriff's	Class Code:	3306
Revised Date:	April2007	FLSA Status:	Non-Exempt

**GENERAL PURPOSE:** Participates in the processing and/or release of detainees; supervises and monitors the activities of the inmate population; provides for the security and care of inmates; staffs the Control Room; and performs other related duties as assigned.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to seNe as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares and processes documentation in relation to the booking and/or release of inmates; inputs inmate information into the departmental computer system.
- Photographs, fingerprints, and searches individuals upon entry into the County's Adult Detention Center; inventories the personal effects of inmates; provides cell assignments.
- Processes inmate documentation regarding visitations, attorney requests, release of property, and/or other types of requests.
- Provides for the safety, security, and care of inmates; distributes and assists in ensuring detainees receive necessary meals, clothing, and hygiene items.
- Dispenses inmate medications; monitors blood sugar levels and administers insulin in the absence of a Nurse.
- Conducts welfare checks in accordance with established schedules; monitors for and ensures the well being of inmates; performs suicide watches as necessary.
- Supervises inmate activities; escorts detainees to recreation facilities, visitation areas, religious services, attorney visits, and court appearances.
- Staffs the Control Room; operates and monitors various types of security equipment; controls the opening and closing of facility doors.
- Monitors inmate movements throughout the Detention Center's facilities; utilizes the Intercom system to maintain communication with Detention Officers and inmates.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Performs other duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma or equivalent, and one year detention center experience; OR an equivalent combination of education and experience.

## JOB DESCRIPTION

### Adult Detention Officer

#### Required Licenses or Certifications:

- Jailer's License is required.
- Must possess a valid Texas Driver's License.

#### Required Knowledge of:

- Adult detention center operations.
- Regulations and standards governing detention activities.
- Procedures for booking and releasing inmates.
- Detention center equipment, weapons and methods of operation.
- Departmental records, reports, and documentation.

#### Required Skill in:

- Performing a variety of detention officer duties.
- Participating in the processing and release of detainees.
- Providing for the safety, security, well being, and care of inmates.
- Supervising and monitoring inmate activities.
- Establishing and maintaining effective working relationships with others.

#### Physical Demands / Work Environment:

- Work is performed in an adult detention center environment and involves exposure to infectious diseases and potentially volatile detainees.
- Subject to sitting, standing, walking, subduing combative inmates, utilizing detention weapons, and occasional lifting of objects up to 50 pounds.