

# WICHITA COUNTY

## *Job Announcement*



**POSITION:** Detention Officer – Part-Time

**LOCATION:** Wichita County Jail or Sprague Annex

**REPORTS TO:** Wichita County Detention Center Supervisor

**HOURS:** No more than 28 hours per week (Specific shifts to be determined after hire and after initial training.)

**SALARY:** \$10.00 Per Hour - Entry Level, (Salary increases to \$15.00 per hour upon receipt of Permanent Jailer's License.)

**POSTING DATE:** June 17, 2009

**CLOSING DATE:** Open Until All Positions Are Filled

**DATE OF EMPLOYMENT:** As soon as possible following review (approximately three (3) weeks)

### ► **JOB SUMMARY:**

This position works entirely inside the confines of the jail. The position involves maintaining the safe and secure care, custody, and control of incarcerated adult male and female inmates. The position involves daily interaction with inmates, attorneys, law enforcement officers, and the public. 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. Employees are frequently required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. **The jail is a tobacco free environment.**

### ► **ESSENTIAL DUTIES:**

- Operates security doors.
- Answers telephones.
- Maintains prisoner records for work release, commitment papers and inmates files.
- Performs computer data entry.
- Monitors video/camera security and emergency intercom systems.
- Checks and records incoming/outgoing inmate mail and redirects as required.
- Performs routine patrols of the jail facility to ensure safety and security of inmates.
- Provides services to inmates including delivery of meals, laundry, mail and medicines. Escorts inmates to various functions and activities.

**Note:** The duties listed above are only a partial listing of some of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or similar to the position and is assigned by the supervisor.

### ► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age (TCLEOSE requirement).
- High School graduate or GED, or have twelve (12) semester hours credit from an accredited college or university.
- Must have a valid Texas drivers' license or be willing and able to obtain one. Cannot be prohibited by state or federal law from operating a motor vehicle.
- No convictions for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or drug offenses in the past ten (10) years.

- No convictions for any Class A or B misdemeanor offense within the last ten (10) years.
- Not ever have been or currently on court-ordered supervision or probation for any Class A or B misdemeanor.
- Not currently under indictment for any criminal offense.
- Never have been convicted of any family violence offense.
- Cannot be prohibited by state or federal law from possessing firearms or ammunition.
- No convictions at any time for felony offense.
- No military discharge under less than honorable conditions.
- No jail commission license denied or revoked by final order.
- No voluntary surrender of a current jailer's license, other than normal expiration.
- Able to work all shifts.
- Knowledge of the use of computer, typewriter and multi-line telephone desirable.
- Ability to read, write and comprehend simple instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to deal with problems involving variables in standardized situations.

► **MINIMUM REQUIREMENTS:**

- Must pass a thorough background investigation conducted by Wichita County Sheriff's Office.
- Must pass a pre-employment physical exam, drug test and strength test paid by Wichita County.
- Must pass psychological evaluation administered by a trained psychiatrist.
- Must satisfactorily pass a 12<sup>th</sup> grade level reading comprehension test.
- Must complete and pass Basic County Corrections Course within one year of date of employment. Obtain and maintain TCLEOSE certification with Wichita County Sheriff's Office. Schooling and training provided and funded by the Wichita County Sheriff's Office.

**Important: Currently Employed Correctional Employees of TDCJ ID:** Refer to separate TCLEOSE TDCJ Endorsement Form information. **Licensed County Jailers:** Jailer's license must be current.

- Have knowledge and skills in the use of personal computers and computer input capability.
- Works independently and without direct supervision.
- Communicates well and works effectively with others.
- Conducts self in a professional manner in a stressful and/or hostile environment.
- Treats public courteously.
- Knowledge of exit/entry procedures (desired, not required).
- Knowledge of emergency evacuation procedures (desired, not required).
- Some law enforcement or security experience (desired, not required).
- Must be a citizen of the United States (required by TCLEOSE).

► **APPLY TO:**

**Texas Workforce Solutions**  
**4309 Jacksboro Highway, Suite 300**  
**Wichita Falls, Texas 76302**  
**940.322.1801**

Or

**Wichita County**  
**Human Resources Office**  
**900 7<sup>th</sup> Street, Room 133**  
**Wichita Falls, Texas 76301**  
**940.766.8108**

**APPLICANTS: MUST INCLUDE A COMPLETED PERSONAL HISTORY STATEMENT, A COPY OF YOUR DRIVERS LICENSE AND A COPY OF YOUR SOCIAL SECURITY CARD WITH YOUR APPLICATION.**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, Texas 76301.