

WOOD COUNTY SHERIFF'S OFFICE

Job Description

JOB TITLE: Jailer

SALARY: \$20.14 per hour – Non-Exempt
Shift work is required – 12 hour shifts.

QUALIFICATIONS: Applicants must possess a high school diploma or GED equivalent, a valid Texas driver's license, a clear criminal history and, if applicable, an honorable discharge from the military. Must possess a Jailer Certificate as determined by the Texas Commission on Law Enforcement (TCOLE) or be able to obtain a certificate within the first year of employment.

ESSENTIAL FUNCTIONS / DUTIES (to include, but not limited to)

- Performs security rounds during scheduled and unscheduled times;
- Creates and maintains a cellblock atmosphere conducive to respect of others;
- Enforces disciplinary sanctions;
- Maintains appropriate boundaries with inmates;
- Initiates and monitors inmate movement;
- Restrains unruly inmates using force and retraining devices;
- Responds to emergencies, including medical emergencies;
- Documents incidents, movement, rounds and inmate discipline;
- Performs person, property and facility searches;
- Complies with all policies and procedures of the Wood County Jail;
- Regular attendance required; and
- Performs other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must possess a Jailer Certificate as determined by the Texas Commission on Law Enforcement (TCOLE) or obtain one within the first year of employment;
- Have good listening skills and the ability to follow oral and written instructions;
- Have the acute ability to react quickly and calmly in emergency situations;
- Deal effectively and courteously with associates and in response to the public;
- Communications skills, both oral and written, with proper use of English grammar;
- Must be able to pass an oral interview.

PHYSICAL REQUIREMENTS

- Visual, hearing and physical capabilities sufficient to adequately perform assigned duties;
- Frequent sitting, reaching, lifting, bending and twisting; and
- Ability to work overtime, weekends and holidays and be on 24/7 call.

CERTIFICATES, LICENSES AND ADDITIONAL REQUIREMENTS

- Must possess a valid Texas driver's license;
- Must possess a high school diploma or GED equivalent;
- Drug screen required;
- A thorough background check will be conducted, including a criminal history check.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands and accepts that this position falls under the provision of an "At Will" employment and, under no circumstances is this contract for employment.