

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Residential Supervisor I (Female)
Department: Community Supervision and Corrections
Reports To: Residential Supervisor II
Salary: \$12.24/hr.
Position Filled As Needed

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Responsible for the security of the facilities and accountability of the residents at all times; maintains discipline in the facility; insures that all residents are secure in facility or on grounds; performs routine inspections, bed checks, and monitors the flow of all personnel in the facility as required; maintains shift logs as per Operations Manual; insures the safety of all residents during tour of duty; notes all resident absences in the shift logs; supervises residents in routine maintenance of facility and for community service. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Automobile, general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High School diploma or GED; experience in a residential facility desirable.

Knowledge, Skills & Abilities: Ability to read and understand specific guidelines; ability to supervise personnel in routine projects and deal with individuals under stressful conditions; effective verbal and written communication skills; good interpersonal skills.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working individually and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties.

WORKING CONDITIONS: Work is performed primarily in a climate controlled office environment which is shared with other employees. Some outside work is performed. **Must be available to work a flexible schedule including rotating shifts, nights, weekends and holidays.**

PHYSICAL REQUIREMENTS: Stands; walks; climbs; writes by hand; drives a vehicle.

**Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Ste. 146 A, Beaumont, Texas 77701
(409) 839-2391**

E-mail resumes to: hrdept@co.jefferson.tx.us
Please use Microsoft Word when submitting resumes.

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St. Suite 146 A, Beaumont, Texas 77701.