

Jefferson County Sheriff's Office

Employment Opportunities

Job Title: **Correctional Officer**

Department: Jefferson County Sheriff's Office

Reports To: Deputy Chief of Correctional Facility

Salary: Starting monthly salary – C.O. I **\$16.96 per hour**

The Mission of the Jefferson County Correctional Facility is to provide the safe and secure detention of offenders in order to protect the staff, inmates and citizens of Jefferson County.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions: Provides direct supervision and conducts security rounds inside the housing areas and other areas of the facility; observes behavior in order to detect safety and security concerns; intervenes to break-up physical altercations between inmates; restrain and detain out-of-control inmates in order to maintain control of area; conduct pat searches to maintain safety and security of facility; inspects housing areas and other areas assigned to maintain cleanliness of facility; enforces the rules and regulations of the facility; write disciplinary and incident reports; conduct searches within the facility for unauthorized contraband; reports any safety, mechanical and maintenance problems that are observed to supervisor; conduct escorts of inmates for security reasons; attends daily shift meetings to receive instructions and exchange information regarding current conditions; completes required paperwork at end of each shift, including any offense reports and incident reports.

Other Job Functions: Performs other job relating duties, as directed. Overtime may be required as necessary

for the security of the facility and the citizens of Jefferson County.

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 the duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Personal computer/mainframe computer terminal; other general office equipment as needed; security systems (including locks, fire alarms/sprinkler, camera surveillance); handcuffs and attend training in use; and the training and proper use of hand held radio for communication within the facility.

Minimum Standards for Employment with the Jefferson County Sheriff's Office

Applicant must:

- Be a U.S. citizen.
- Be at least 21 years of age.
- Possess a valid Texas Driver's License with a good driving record and proof of valid auto insurance.
- Have a High School Diploma or GED.
- Not ever be convicted of an offense above the grade of class B misdemeanor or a Class B misdemeanor within the last 10 years.
- Not ever be convicted of any family violence offense.
- Be subject to a thorough background investigation and personal interviews by representatives of the Jefferson County Sheriff's Office.
- Must have maintained a good credit rating.

Additional Requirements for Employment as:

Correctional Officer: Must complete a TCOLE approved basic corrections officer course of at least 96 hrs and be a TCOLE certified correctional officer within 1 year of employment.

Assignments may include but are not limited to:

- Low, Medium & Maximum risk inmate housing units
- Recreational yards
- Book-in/inmate processing
- Inmate releasing / inmate transfer
- And other areas as directed

Knowledge, Skills & Abilities: Effective verbal and written communication skills; strong interpersonal skills in order to interact and cooperate with co-workers and provide effective direct supervision of inmates; and good problem solving skills as well as effective leadership ability.

Working Conditions: Work to be performed in all areas of facility; **must be available to work any and all shifts** (7:00a.m. - 3:00p.m., 3:00p.m. - 11:00p.m., 11:00p.m. - 7:00a.m.) including weekends and holidays; overtime when necessary to ensure proper staffing for safety and security.

Physical Requirements: Duties require frequent walking, reaching, lifting, carrying, climbing, restraining out of control inmates, dealing with emergency situations (medical, riot, fire, etc.) and must be able to stand and sit for long periods of time.

How to apply: The consideration process begins with your written application, and continues with the following steps:

- Pass approved reading comprehension, spelling, and vocabulary tests
- Pass thorough background investigation
- Agree to pre-employment polygraph exam
- Complete psychological test and evaluation
- Pass physical agility tests and drug screen
- Oral interviews

Applications are available at the following locations:

Jefferson County Sheriff's Office

1001 Pearl St.

Beaumont, Texas 77701

(409) 835-8411

Jefferson County Correctional Facility

5030 Highway 69 South

Beaumont, Texas 77705

(409) 726-2588

Web address for Jefferson County Sheriff's Office:

www.co.jefferson.tx.us/sheriff/mission.htm

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.