

**POTTER COUNTY SHERIFF'S OFFICE**

**EMPLOYMENT OPPORTUNITIES**

**AN EQUAL OPPORTUNITY EMPLOYER**

The Potter County Sheriff's Office is in search of qualified individuals to fill the following position. If you are interested in this position and feel that you are qualified, you may apply online at <https://www.pottercountysheriff.org> or pick up an application at the Sheriff's Office located at **13103 NE 29th Amarillo, TX 79111**. Applicants will be interviewed only if they meet the necessary requirements and minimum qualifications for the position.

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**JOB TITLE: CORRECTIONS OFFICER**

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**DEPARTMENT: SHERIFF'S OFFICE**

**DIVISION: DETENTION CENTER**

**SUPERVISOR: SHIFT SERGEANT**

**SALARY (FLSA-nonexempt):**     **\$50,067.12 starting**  
  **\$50,993.52 1 year**  
  **\$54,929.52 2 years**

**JOB DESCRIPTION:**

Work involves responsibility for the day-to-day operation of the jail. Work involves primary responsibility for a variety of jobs: Maintaining safety and security of the county jail and inmates, booking or releasing inmates, transportation of inmates, supervising inmate visitation, monitoring health and welfare needs of inmates, maintaining jail records, and ensuring maintenance and cleanliness of jail areas.

**EXAMPLES OF TASKS PERFORMED:**

1. Booking and release of inmates; taking necessary fingerprints, inmate information, and photographs
2. Searches inmates and issues jail clothing at time of placement into jail
3. Supervises inmate workers
4. Supervises secure storage of inmate property and clothing
5. Maintains current information in jail records and computer systems
6. Escorts inmates as required to outside court hearings, medical appointments and work assignments

7. Prepares inmates for transport to other correctional facilities
8. Supervises visitation
9. Supervises educational programs
10. Inspects and authorizes release of inmate documents and property
11. Logs outgoing and incoming mail and money for inmates when required
12. Supervises maintenance and cleanliness of all jail areas daily
13. Makes required checks of all inmate areas to ensure inmate safety and well-being
14. Monitors and communicates with inmates in housing areas
15. Performs other related work as required

#### **REQUIREMENTS:**

1. Must be 18 years of age
2. Must be a US citizen
3. Must have graduated high school or completed GED
4. Must possess a valid Texas driver's license
5. Must not have been convicted of a Class B misdemeanor within the last ten years
6. Must never have been convicted of a Class A misdemeanor or Felony
7. Must never have been convicted of a family violence offense of any level
8. Must pass required physical agility test
9. Must become licensed as jailer through TCOLE within one year of employment (training provided)
10. Ability to read and write the English language
11. Ability to bend, lift, grasp, climb, use fine hand-eye coordination, push and pull, and endure long periods of standing or sitting
12. Ability to remain calm under stress
13. Ability to understand and assist in solving work-related issues
14. Ability to respond to telephones, two-way radios, and other auditory stimulation
15. Ability to evaluate and interpret information and to make independent decisions

#### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of modern corrections practices and methods
- Some knowledge of appropriate federal, state and local laws
- Knowledge of the basic principles of first aid
- Knowledge of interpersonal communication skills
- Ability to speak and write effectively
- Knowledge of Office policies, procedures, rules, and regulations

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.