

# EMPLOYMENT NOTICE

## WALLER COUNTY SHERIFF'S OFFICE

POSITION: JAILER II

GENERAL JOB DESCRIPTION: DUTIES AS ASSIGNED AS A CORRECTIONS OFFICER AT THE WALLER COUNTY JAIL

ASSIGNMENT WILL INCLUDE THE FOLLOWING RESPONSIBILITIES:

MAINTAIN CARE, CUSTODY AND CONTROL PRISONERS HOUSED AT THE JAIL FACILITY

SECURITY OF THE JAIL FACILITY INCLUDING CELLS AND COMMON AREAS

PROCESSING THE BOOKING IN AND RELEASE OF PRISONERS

ASSIST IN TRANSPORTING PRISONERS BETWEEN THE JAIL AND THE COURT HOUSE AND OTHER LOCATIONS AS ASSIGNED

PERFORM DUTIES ON 12 HOUR SHIFT ASSIGNMENT BASIS

OTHER DUTIES AS DIRECTED BY THE SHERIFF OR JAIL ADMINISTRATOR

QUALIFICATIONS:

T.C.O.L.E. LICENSED JAILERS PREFERRED

EXPERIENCE AS A CORRECTIONS OFFICER / JAILER PREFERRED

VALID TEXAS DRIVER LICENSE

ABILITY TO INTERACT WITH ALL PERSONS AND OFFICIALS IN A PROFESSIONAL MANNER

POSSESS COMPUTER SKILLS TO MAKE INFORMATION AND DATA ENTRIES.

MUST BE ABLE TO STAND FOR EXTENDED PERIODS OF TIME AND LIFT A MINIMUM OF 40 LBS.

SALARY

\$17.65 PER HOUR

APPLICATIONS:

**APPLICATIONS MUST BE RECEIVED BY MAIL, FAX OR IN PERSON. ALL APPLICANTS MAY NOT BE INTERVIEWED. NO TELEPHONE CALLS ACCEPTED. APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

SUBMIT APPLICATIONS TO: Sheriff R. Glenn Smith

**Attention: Major Larry Cook**

701 Calvit St, Hempstead, Texas 77445

Fax # 979-826-7781

