



EMPLOYMENT OPPORTUNITY

JOB TITLE: Jail Administrator
DEPARTMENT: Sheriff's Office
REPORTS TO: Sheriff and Chief Deputy
ANNUAL SALARY: Starting \$77,470.10 up to \$83,801.48 (commensurate with experience)
APPLICATION PERIOD: June 11, 2018 – until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Essential Duties

Supervises and directs Assistant Jail Administrator and assists in supervising activities and personnel within the jail. Prepares employee work schedules and assigns tasks to Assistant Jail Administrator, Jail Supervisors and Jailers. Maintains safety and security of departmental employees, inmates, and the general public within the jail facility. Conducts daily jail inspection to ensure facility safety and security. Insures that reports, PEN packs, processes incoming and outgoing prisoners, issuing of clothing and bedding is completed. Assist in inmates' releases, housing for contract prisoners, inmate transportation and other such related duties as may be assigned. Remains on-call 24 hours a day to respond to any emergency situation at the jail facility.

Knowledge of: Texas Commission on Jail Stands, Texas Penal Code and Code of Criminal Procedures, departmental policies, rules, regulations, and correctional procedures regarding the custody of inmates; first aid and CPR procedures; and personnel management and supervision.

Skill/Ability to: train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with office employees, other law enforcement personnel, and the general public; operate jail and law enforcement computer software and programs; prepare and file accurate records and reports; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

QUALIFICATIONS:

TCOLE Certified Jailer License

High school diploma or successfully obtained a GED, at least eight (8) years of experience as a jailer or peace officer, including administrative and supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Possess a valid driver's license with acceptable driving record;

Pass a pre-employment physical and drug test; pass a comprehensive background check, to include a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record; subject to a pre-employment polygraph; pass a physical readiness test.

Applications are online.

Please submit application to:
Sheriff Brian C. Hawthorne
201 North Court/PO Box 998
Anahuac, Texas 77514
(409) 267-2500

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