



POSITION AVAILABLE

JOB TITLE: Assistant Jail Administrator
DEPARTMENT: Sheriffs' Office
REPORTS TO: Jail Administrator- Captain
ANNUAL SALARY: \$64,467.47-\$66,967.47 (depending on qualifications and experience)
APPLICATION PERIOD: February 20, 2020 – until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Assist the Jail Administrator on a daily basis, and act in his stead during his absence. Supervise all operations in a county jail setting; to include maintain custody and control of inmates, supervise booking and releasing inmates and must be able to restrain inmates if necessary. This position requires the applicant to accurately conduct inmate head counts, door checks, inmate searches and cell inspections, monitor for contraband, suicide attempts, any bizarre behavior, or escape attempts, feed inmates, and supervise inmate workers. Can be high stress levels at times. This position is considered an essential employee and during times of disasters will be required to work. **This position answers directly to the Jail Administrator.**

QUALIFICATIONS:

Preferred: Six years full-time, wage-earning correctional custody or law enforcement experience to include three years in the supervision of employees.
At least one year of the supervisory experience must be as a mid-level manager (supervisor of supervisors).
Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of the non-supervisory experience for a maximum substitution of one year.

Required: High school diploma or successfully obtained a GED;
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 and must be a US citizen or naturalized citizen for TCOLE certification. Applications are on line <http://www.co.chambers.tx.us/default.aspx?name=sheriff>

Please submit application to:
Sheriff's Office
201 North Court/PO Box 998
Anahuac, Texas 77514
(409) 267-2500

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