

# **JOB ANNOUNCEMENT**

**JOB TITLE:** Female / Male Detention Officers

**DEPARTMENT:** Sheriff's Office

**SALARY:** \$40,000.00 with benefits

**FULL-TIME:** Shift Work

**Education & Experience Requirements:**

High School Diploma or GED, and an appropriate motor vehicle license.

**Knowledge, Skills, and Abilities:**

Ability to meet the requirements for State Jail Certification: read, write, and understand and follow oral and written instructions; learn to interpret and apply regulations and laws, such as Sheriff's Office Regulations, Penal Code of Criminal Procedure. Work to be performed mainly indoors requiring physical dexterity; learn to use and care for computer equipment; and deal effectively with the public.

**General Definition:**

On an assigned shift, perform various tasks of average difficulty related to a county jail, and perform related work as required.

**Duty Requirements:**

- May be assigned a specialized task or duty
- Conduct book in procedures on inmates
- Conduct book out procedures on inmates
- Accept bonds as requested by Magistrates
- Administer medication as prescribed to inmates
- Care for general well being of inmates
- Transport prisoners to court
- Transport prisoners for medical assistance
- Enter data in the computer system as needed
- Assist in the training of less experienced jailers
- Perform all duties as may be directed by the Chief Jailer
- Perform all duties as may be directed by the Jail Administrator
- Perform all other duties as may be directed by the Sheriff
- **Must be 18 years of age**
- **Full time attendance is required**

For consideration, you must complete an [Employment Application](#) in full and provide a professional resume. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse.

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE DO NOT REMOVE**