

# WICHITA COUNTY

## *Job Announcement*



**Posting Number: 2019-016**

**POSITION:** Bond Office Manager

**LOCATION:** Wichita County Sheriff's Office (WCSO)  
900 7<sup>th</sup> Street, Room 100  
Wichita Falls, Texas 76301

**SUPERVISOR:** Jail Captain and Sheriff through chain of command

**HOURS:** 8:00 A.M. TO 5:00 P.M., Monday - Friday

**SALARY:** \$37,258.00 Annually

**POSTING DATE:** May 20, 2019

**CLOSING DATE:** May 31, 2019

### ► **JOB SUMMARY:**

Performs technical and administrative work, of average to complex difficulty, necessary to maintain a minimal jail population in the Wichita County Detention Facility. Performs other related duties as required. May supervise sworn and non-sworn law enforcement personnel and clerical employees. Assigns and directs daily work product.

### ► **ESSENTIAL DUTIES:**

- Designs and recommends policies and procedure changes which may result in the reduction of jail overcrowding.
- Provides the Sheriff's Office with meaningful and current data regarding the operations of the criminal justice system.
- Maintains accurate accounting documents of Pre-Trial Release, Work Release and Electronic Monitoring funds.
- Tracks, obtains and reviews final sentence and judgment papers from the appropriate courts.
- Answers the telephone and provides information and assistance to defendants, the public, media, officers, bonding companies, attorneys, other Wichita County offices and Wichita County Jail personnel and surrounding counties.
- Makes copies for the defendants, public, media, officers, bonding companies, attorneys, other Wichita County offices and Wichita County Jail personnel.

- Assists with interfiling paperwork that is filed after a case has been opened.
- Complies and manages jail folders for judges and processes paperwork before and after “Rights” have been read to defendants. Schedules hearings.
- Input magistration information into the county computer.
- Schedules appointments for people turning themselves in on at-large warrants.
- Processes jail correspondence and hand-delivers legal documents throughout the Wichita County Courthouse.
- Collect and process cash and surety bonds for inmate release.
- Properly and discretely handles and protects confidential and sensitive information.
- Performs filing and maintenance of conditions of bond and criminal files and records.
- Attends mandatory training for justices and clerks of border counties for preparing necessary documents for, conducting hearings for and disposing of waivers of extradition.
- Prepare and file bond reductions with the appropriate court clerk offices.
- Process Indigent Applications for defendants currently in custody.
- Create and file protective orders on open criminal cases.
- Generate and file all ordered for Pretrial Release on open criminal cases.
- Notify Social Security office when their clients are arrested.
- Performs all other job-related tasks and duties as assigned by the Justices of the Peace.

#### ► **MINIMUM QUALIFICATIONS:**

- Excellent knowledge of laws pertaining to law enforcement work and the methods and practices used to achieve effective law enforcement.
- Some knowledge of statutory and case law.
- Excellent knowledge of Court procedures and practices.
- Ability to establish and maintain effective working relationships with County Officials and the general public: assemble statistical data and present it in a clear and meaningful manner.
- Two years of responsible jail supervisory experience equal to the lever of Detention Sergeant or any equivalent combination of training and experience.
- Detention Officer License within twelve (12) months after assignment.
- Must be at least 18 years of age.
- Must have a high school diploma or GED equivalent. Higher education is desired.
- Previous office experience is required.
- Must be computer literate and have a working knowledge of Microsoft Office software and mainframe applications.
- Must be able to accurately type at least 40 wpm and input data into a computer with minimal errors.
- Must be courteous and able to conduct self in a professional manner.
- Must be able to develop and maintain good working relationships and rapport with defendants, the public, media, officers, bonding companies, attorneys, Wichita County Jail personnel, Wichita County employees (co-workers, supervisors, department heads, elected officials) and surrounding counties.
- Must be able to handle stressful situations and work effectively under deadlines and heavy workloads.
- Must be able to absorb, retain, and recall large amounts of information and instruction,
- Must be able to prioritize and manage multiple tasks simultaneously.
- General knowledge of civil and criminal laws is referred.
- Must be able to communicate effectively with others, both verbally and in writing
- Must have no convictions for felonies or misdemeanors involving moral turpitude.
- Must attend certification, upgrade and/or supplemental approved training courses as required by statute and/or as directed by Justices of the Peace.

