

# WICHITA COUNTY

## Job Announcement

[www.co.wichita.tx.us](http://www.co.wichita.tx.us)



**POSITION:** Detention Officer (MALE and FEMALE)  
**LOCATION:** Wichita County Downtown Jail or Sprague Annex  
**REPORTS TO:** Wichita County Detention Center Supervisor  
**HOURS:** Various eight (8) hour shifts (Facilities operate 24 hours/day)  
(7:00 a.m. – 3:00 p.m., 3:00 p.m. – 11:00 p.m., 11:00 p.m. – 7:00 a.m.)  
(Specific shift will be determined after hiring and after initial training.)

SALARY / RATE of PAY	HOURLY	BI-WEEKLY	MONTHLY
Entry Level / Starting	\$14.00	\$1,119.62	\$2,425.84
With Jailer's License	\$14.65	\$1,172.31	\$2,540.01
6 Months Employment, NO Jailer's License	\$14.65	\$1,172.31	\$2,540.01
6 Months Employment with Jailer's License	\$15.31	\$1,225.00	\$2,654.17
1 Year Employment with Jailer's License	\$16.47	\$1,317.20	\$2,853.93

**POSTING DATE:** January 30, 2019 (Updated)

**CLOSING DATE:** Open Until All Vacant Positions Are Filled

### ► JOB SUMMARY:

This position works entirely inside the confines of the jail. The position involves maintaining the safe and secure care, custody, and control of incarcerated adult male and female inmates. The position involves daily interaction with inmates, attorneys, law enforcement officers, and the public. This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure. The noise level in the work environment is usually moderate. Employees are frequently required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The jail is a tobacco free environment.

### ► DUTIES:

- Operates security doors.
- Answers telephones.
- Maintains prisoner records for work release, commitment papers and inmates files.
- Performs computer data entry.
- Monitors video/camera security and emergency intercom systems.
- Checks and records incoming/outgoing inmate mail and redirects as required.
- Performs routine patrols of the jail facility to ensure safety and security of inmates.
- Provides services to inmates; delivers meals, laundry, mail and medicines and escorts inmates to various activities.

**Note:** The duties listed above are only a partial listing of some of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or similar to the position and is assigned by the supervisor.

► **QUALIFICATIONS:**

- Must be at least eighteen (18) years of age (Texas Commission on Law Enforcement (TCOLE) requirement).
- High School graduate or GED, or have twelve (12) semester hours credit from an accredited college or university.
- Must have a valid Texas driver's license or be willing and able to obtain one. Cannot be prohibited by state or federal law from operating a motor vehicle.
- No convictions for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or drug offenses in the past ten (10) years.
- No convictions for any Class A or B misdemeanor offense within the last ten (10) years.
- Not ever have been or currently on court-ordered supervision or probation for any Class A or B misdemeanor.
- Not currently under indictment for any criminal offense.
- Never have been convicted of any family violence offense.
- Cannot be prohibited by state or federal law from possessing firearms or ammunition.
- No convictions at any time for felony offense.
- No military discharge under less than honorable conditions.
- No jail commission license denied or revoked by final order.
- No voluntary surrender of a current jailer's license, other than normal expiration.
- Able to work all shifts.
- Knowledge of the use of computer, typewriter and multi-line telephone is desirable.
- Ability to read, write and comprehend simple instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using numbers, common fractions, and decimals.
- Ability to deal with problems involving variables in standardized situations.

► **MINIMUM REQUIREMENTS:**

- Must complete and pass Jail Certification School within one year of date of employment and obtain and maintain a TCOLE certification with the Wichita County Sheriff's Office. Schooling and training provided and funded by the Wichita County Sheriff's Office.
- Must pass a thorough background investigation conducted by the Wichita County Sheriff's Office.
- Must pass a pre-employment physical exam, drug test, and strength test paid by Wichita County.
- Must be physically able to safely move and lift loads weighing up to 50 pounds and occasionally move and lift loads weighing up to 100 pounds such as steel jail cell doors or incapacitated inmates needing assistance.
- Must pass psychological evaluation administered by a trained psychiatrist.
- Must satisfactorily pass a 12<sup>th</sup> grade level reading comprehension test.
- Have knowledge and skills in the use of personal computers and computer input capability.
- Works various eight (8) hour shifts and works overtime when needed, as scheduled.
- Works independently and without direct supervision.
- Communicates well and works effectively with others.
- Must conduct oneself in a courteous and professional manner while working in a stressful and/or hostile environment.
- Knowledge of emergency evacuation, exit and entry procedures is desired, but not required.
- Some law enforcement or security experience is desired, but not required.
- Must be a citizen of the United States (TCOLE requirement).

► **APPLY TO:**

**Wichita County Sheriff's Office**  
900 7<sup>th</sup> Street, Room 100  
Wichita Falls, Texas 76301  
(940) 766-8170

or

**Wichita County Human Resources Office**  
900 7<sup>th</sup> Street, Room 132  
Wichita Falls, Texas 76301  
(940) 766-8108

**IMPORTANT NOTICE TO APPLICANTS**

**You MUST submit a completed Employment Application and Personal History Statement, along with all applicable documents as listed on page 2, number 6 of the Personal History Statement. Both forms may be downloaded at [www.co.wichita.tx.us](http://www.co.wichita.tx.us).**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file. TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, Texas 76301.