

WICHITA COUNTY

Job Announcement



Posting Number: 2019-010

POSITION: Jail Grievance Officer

LOCATION: Wichita County Courthouse
900 Seventh Street
Wichita Falls, TX 76301

SUPERVISOR: Wichita County Jail Administrator

HOURS: Part-Time, Up to 29 hours per week
(Hours vary - As needed to investigate inmate grievances)

SALARY: \$17.00 per hour

POSTING DATE: February 28, 2019

CLOSING DATE: March 14, 2019 or until position filled

► **JOB SUMMARY:**

The Jail Grievance Officer investigates and responds to all inmate grievances.

► **ESSENTIAL DUTIES:**

- Receive and review all complaints and grievances filed by inmates of Wichita County
- Determine if the complaint meets the qualifications of a grievance
- Make the determination as to whether the grievance is founded or unfounded

► **QUALIFICATIONS FOR EMPLOYMENT:**

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or GED equivalent.
- Must have a valid Texas Driver's License
- Must be able to demonstrate basic familiarity with Microsoft Word
- Must possess the ability to communicate in the English language both orally and in writing.
- Must be able to read and comprehend simple instructions, correspondence and memos.
- Must be able to apply general common sense, good judgement and understanding in carrying out moderately detailed, simple instructions.
- Must possess the ability to identify problems related to the daily jail operations.

- Must be able to pass a pre-employment physical exam and drug test paid for by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must deal extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles and on property designated as NO SMOKING areas.

► **APPLY TO:**

Wichita County Sheriff's Office
900 7th Street, Room 100
Wichita Falls, TX 76301
(940) 766-8170

or

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, TX 76301
(940) 766-8108

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promotes 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 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADAAA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.