

JAILER

JOB SUMMARY:

To provide for the safekeeping of the inmates of the Andrews County Jail.

DUTIES AND RESPONSIBILITIES:

- Provides 24-hour a day, supervision to all prisoners in the Andrews County Jail in accordance with Jail Commission Standards and County Policy.
- Performs pat down searches on prisoners for weapons, contraband, etc in order to maintain the security and integrity of the facility.
- Assumes responsibility for all prisoners upon delivery to facility.
- Completes and maintains accurate records of arrest information and proper identification of prisoner, including fingerprinting and photographing.
- Properly classify prisoners to assure safety and proper housing.
- Obtains medical aid for inmates as needed and distributes medications as prescribed or recommended.
- Serves meals to inmates.
- Supervise working inmates in their assigned jail facility duties.
- Assist in stocking of food deliveries and supplies.
- Collects commissary orders from inmates and distributes orders on arrival.
- Maintains accuracy of the Inmate Commissary accounts.
- Maintain constant log of activities in jail.
- May assist with responsibilities and duties of deputies when necessary.
- Any other duties as assigned by the Sheriff, Chief Deputy, or Jail Administrator.

QUALIFICATIONS:

- Must meet the eligibility requirements for licensure set out in Section 217.1 of the Texas Administrative Code, including the following:
 - 1.) Must be an United States Citizen
 - 2.) Must be 18 year of Age.
 - 3.) Must be a High School Graduate or have GED. Additional college education and/or in-service correctional courses highly desirable.
 - 4.) Has never been convicted or received deferred adjudication for any criminal offense above the grade of Class B Misdemeanor, or a Class B misdemeanor within the last 10 years from the date of the court order, or has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code
 - 5.) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
- Must have a current Texas Driver's License and an acceptable driving record.
- Must be able to type and possess a general competency in computer operation.
- Must be able to pass a reading test at 11th grade level.

- Must have the ability to communicate concise report, both orally and written.
- Must be mature, flexible, and intellectually alert.
- Must have the ability to analyze and interpret jail rules and procedures.
- Must pass a county physical examination and drug screen and be willing to submit to random drug screening after employment as directed by the Sheriff
- Must be able to relate well with a variety of backgrounds and positively represent the County in those contacts.

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.