

**Employment Opportunity
Llano County Sheriff's Department
Corrections Officer
Hourly Rate \$15.97**

The Llano County Sheriff's department is accepting applications for a Corrections Officer. This is a full- time, non- exempt position under the direction of the Jail Supervisor to assist in the operations of the Llano County Jail. Responsibilities and duties include but not limited to: overseeing, monitoring and documenting prisoner behavior and activities; enforcing jail rules and ensuring the safety of all those imprisoned; working within the confines of the Jail, internal policies and the Texas Department of Jail Standards policies and procedures. Must be able to work as a team.

Job Location: Llano County Law Enforcement Center, 2001 N. Hwy 16, Llano, Texas

Benefits include: Vacation, Sick and Holiday pay

For a complete job description and application, please go to www.co.llano.tx.us. Email completed application to lisa.otto@co.llano.tx.us. Fill out the TCOLE application under the Sheriff's office tab.

For questions, please call the Llano County Human Resource office at 325.247.3009.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Corrections Officer

FLSA: Non-Exempt

Dept: Sheriff

EEO: 04 Protective Service

Reports To: Jail Supervisor

Summary:

This is a non exempt full time position under the direction of the Jail Supervisor to assist in the operations of the Llano County Jail. Responsibilities and duties include but not limited to: overseeing, monitoring and documenting prisoner behavior and activities; enforcing jail rules and ensuring the safety of all those imprisoned; working within the confines of the Jail and the Texas Department of Jail Standards policies and procedures. Must be able to work as a team representing the Llano County Jail.

Essential Duties and Responsibilities:

- Follow and enforce all jail rules, internal policies and regulations
- Observe, monitor and document prisoner behavior, health and activities and quell or report any disturbances or potential, threatening issues to the Jail Supervisor, Chief Deputy
- Prisoner transport
- Conduct personal, building and cell searches
- Classification of inmates
- Book prisoners
- Supervise trustees
- Ability to use physical force to break up altercations; restrain disorderly individuals
- Other duties as assigned

Qualification Requirements:

- US citizen or permanent resident
- Strong work ethic and people skills
- A valid Texas Drivers' license
- Pass a background check (with no felony convictions)
- Pass a drug and psychological test
- Must be over 18 years old

Education ,Certificates and Licenses:

- High School Diploma or GED
- Required to pass a Jailer certification class within first year of employment

Physical Demands and Work Environment:

- Physical stamina and ability to work in a stressful, potentially dangerous environment
- Work nights, weekends and holidays
- Must be able to lift 30 lbs.

Primary Tools and Equipment use

- Restraints
- OC spray
- Computer
- County vehicles

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Signature

Date