

**Employment Opportunity
Llano County Sheriff's Department
Corrections Officer**

The Llano County Sheriff's department is accepting applications for a full-time Corrections officer. This is a non-exempt position under the direction of the Jail Captain to assist in the operations of the Llano County Jail. Responsibilities and duties consist of but not limited to: overseeing, monitoring and documenting prisoner behavior and activities; enforcing jail rules and ensuring the safety of all those imprisoned as well as 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.

Benefits include; Health and dental insurance, retirement, paid holidays, vacation and sick leave.

An application along with a detailed job description can be picked up from the Llano County Sheriff's department located at 2001 N. Highway 16, Llano, Texas 78643. Or you can apply online at www.co.llano.tx.us.

For questions, please call the Llano County Jail at 325-247-4054.

Hourly Rate \$15.97

Llano County is an Equal Opportunity Employer.

Llano County Job Description

Job Title: Corrections Officer

Base: L9

FLSA: Non-Exempt

Dept: Sheriff

EEO: 04 Protective Service

Reports To: Jail Captain

Summary:

This is a non-exempt full-time position under the direction of the Jail Captain 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 and regulations
- Observe, monitor and document prisoner behavior, health and activities and quell or report any disturbances or potential, threatening issues to Jail Captain, Sheriff and or 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