

**Llano County  
Employment Opportunity  
Sheriff's Department  
Corrections Officer - Salary \$45,512**

The Llano County Sheriff's Department is seeking candidates for the position of Corrections Officer to assist in operations of the Llano County Jail. This is a full-time, non-exempt position under the direction of the Jail Supervisor. Duties to 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 Texas Department of Jail Standards policies and procedures. Must be able to work as a team representing the Llano County Jail.

Job Location: Llano County Law Enforcement Center, 752 Andy Taylor Dr., Suite A, Llano, Texas 78643

Job open: until filled

**Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay, SB Incentive Pay**

**Background check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Sheriff's department located at 752 Andy Taylor Dr., Suite A, Llano, Texas 78643 or by email to: [jjones@co.llano.tx.us](mailto:jjones@co.llano.tx.us).

For questions, please call Jani at the Llano County Sheriff's Department @ 325-247-5767.

**Llano County is an Equal Opportunity Employer**

## **Llano County Job Description**

**Job Title: Corrections Officer**

**Base: L5**

**FLSA: Non-Exempt**

**Department: 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 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, 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:**

- Must be over (18) eighteen years old
- 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

### **Education, Certificates, and Licenses:**

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

### **Physical Demands and Work Environment:**

- Physical stamina and ability to work in a stressful, potentially dangerous environment
- Must be able to lift (30) thirty pounds
- Work nights, weekends and holidays

**Primary Tools and Equipment use**

- Restraints
- OC spray
- Computer, printers, phone
- County vehicles