



KARNES COUNTY

Jail Administrator – Sheriff's Office

SALARY 31.25 Hourly/\$65,000 per year **LOCATION:** Karnes County, TX

JOB TYPE Regular Full-time

DEPARTMENT Sheriff's Office

OPENING DATE: 08/21/2026

Mission Statement

The mission of the Karnes County Sheriff's Office is to protect the lives and property of the residents and visitors of Karnes County through professional policing, community partnerships, and the efficient management of personnel and resources.

Summary of Position

Responsible for the management of the Sheriff's Office corrections division, including the development and implementation of department programs and activities; ensure departmental operations comply with governmental rules and regulations. Also responsible for implementation of the Sheriff's mission and vision as to the direction of the patrol division.

Organization Relationships

1. Reports to: Sheriff
2. Directs: Jail Lt, all Jail Staff
3. Other: Works closely with other departmental and court personnel, various government and law enforcement agencies, other county departments, the media, prisoners, and the public

Essential Duties and Responsibilities

1. Evaluates all stages of corrections operations of the department, initiating actions to correct deficiencies.
2. Ensure that jail operations comply with established legal standards.
3. Supervises and evaluates work of corrections offers, and assists in all phases of hiring, firing, and assists in investigating policy violation complaints against jail personnel.
4. Counsels and documents jail personnel for policy violations.
5. Approves jail work schedules for all jail employees.
6. Performs routine checks of Sheriff's Office facilities and equipment and makes recommendations regarding maintenance required.
7. Assists in preparing jail facilities annual budget and manages said budget.
8. Responsible for the development and deployment of Jail Facility Resources.
9. Hears personnel complaints, and inmate complaints.
10. Assists in preparation of contracts with other agencies for holding inmates in the jail or correctional facility.

11. Purchases supplies and equipment.
12. Reviews current federal and state law enforcement standards and assists in planning training and education programs for Sheriff's Office personnel.
13. Approves food, religious education, and counseling services for inmates.
14. Prepare reports and correspondence to local, State, and Federal Entities.
15. Represents Sheriff's Office at County Commissioners Court meetings when required.
16. Ensure all inmates are seen by a magistrate within 48 hours of being booked into jail.
17. Ensure an original warrant and/or complaint is delivered to the District Clerk, County Clerk, or County Attorney for all inmates within 48 hours of being booked into jail.
18. Ensure inmate files are maintained and stored in an appropriate manner.
19. Acts as jailer when required.
20. Assists with inmate security in courts as required.
21. Presents programs to civic organizations and the public.
22. Assists Sheriff or Chief Deputy with their duties, as required.
23. Responds to routine complaints.
24. Performs clerical work, as required.
25. Directs meetings with the staff; interact effectively and professionally with other State, Local, and Federal Officials.
26. Reports to the Sheriff.
27. Performs such other related duties as may be assigned.
28. All Karnes County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty-four hours a day, at the discretion of the Sheriff or Chief Deputy.

SKILLS – For this position, the following skills and abilities must be demonstrated by a level of proficiency or achieved within a normal and customary time period:

1. Demonstrate proficiency in both oral and written communications.
2. Establish and maintain effective working relationships with other law enforcement agencies, court personnel, other County employees, prisoners, and the public.

KNOWLEDGE – For this position, the following knowledge is required to perform essential job functions relevant to assigned positions:

1. Knowledge of laws, regulations, and procedures governing custody of persons; the Texas Penal Code; and required standards for jail operations.

SKILL/ABILITIES – For this position, the following demonstrated skill and abilities are required to effectively perform essential job functions:

1. Must demonstrate proficiency in both oral and written communication; supervise, train, motivate, and evaluate staff; establish and maintain effective working relationships with other law enforcement agencies, court personnel, other county employees, prisoners, and the general public; manage a complex organization; keep accurate records; and maintain appropriate necessary certifications, a valid Texas driver's license applicable to job responsibilities, and a good driving record.

Minimum Requirements

1. High school diploma or equivalent (additional education in administration desirable).
2. Five years of progressively responsible corrections experience.

3. Any equivalent combination of experience, training, and education which provides the required knowledge, skills, and abilities.
4. Active Texas Jailer License.
5. Maintain a valid Texas driver's license and a good driving record.
6. Must have successfully completed the Texas Jail Administrator Examination.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to stoop, sit, walk, run on occasion, strenuously climb stairs or ladders, and lift up to 100 lbs. May have to sit at the computer for prolonged periods of time typing, using the computer, writing or using the telephone. Exposure to communicable diseases may need to use the appropriate amount of force to maintain care, custody, and control over incarcerated subjects.

Benefits

Karnes County currently provides 100% medical plan cost coverage by Blue Cross Blue Shield for Full-time employees. Dependents and spouse may be added to plan for additional cost to the employee. The employee also receives \$50,000 of life insurance at no cost. County employees receive retirement benefits through Texas County & District Retirement System and will be vested after 8 years of service. Eligible employees will receive Holiday, PTO, and Vacation. Karnes County benefits are available upon introductory period completion.

The Karnes County Sheriff's Office provides a \$1,200 a year Uniform Allowance.

Please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/page/karnes.Jobs.Openings>. Applicants shall also complete a TCOLE Personal History Statement.

Completed applications/TCOLE Personal History Statement can be emailed to the Sheriff at steven.bailey@co.karnes.tx.us, or dropped off in person at 500 E Wall St Karnes City, Texas 78118.

Agency

Karnes County Sheriff's Office

Address

500 E Wall St Karnes City, Texas 78118

Phone

(830) 780-3934

Website

<https://www.co.karnes.tx.us/page/karnes.home>

