



CLAY COUNTY SHERIFF'S OFFICE

Jeffrey C. Lyde, Sheriff

215 W. GILBERT

HENRIETTA TX.76365

940/538-5611 FAX: 940/538-5800



Job Opening Notice

Position: Detention Officer

Status: Full Time

Pay: \$38,000/year

ESSENTIAL DUTIES AND RESPONSIBILITIES (may vary by assignment)

- Monitors the activities of inmates in the County detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Processes new inmates into the detention center, including ensuring charges and other documents are correct and complete, fingerprinting, physical search, housing assignment, clothing issuance, inmate orientation, and related booking duties;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition; logging release data into computer; following all release procedures and protocols.
- Monitors and logs inmate incoming and outgoing mail and visitation, ensuring they meet established and approved protocols;
- Maintains facility security by patrolling the secure areas within the detention center, following established timelines;
- Maintains facility security by performing physical searches of inmates and their rooms;
- Performs observation checks on inmates in their cells following prescribed time intervals, including inmates on medical, suicide, or other status requiring more frequent checks;
- Performs census count to determine facility population and that inmates are accounted for;
- Serves inmate meals;
- Delivers inmate medications and supervises its administration;
- Determines if inmates are ill or injured and obtains medical assistance when needed, including transporting inmate for medical attention;



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- Participates in ongoing training including, but not limited to, emergency responses, drills, escapes, inmate disturbances, and related incidents;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;

SECONDARY DUTIES AND RESPONSIBILITIES:

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- On call after regular work hours to respond to emergency situations;
- On call 24/7 to respond to fill a shift as required;
- Performs other duties as assigned.

Requirements:

18 years of age

High School Graduate or GED

Drug Screen & Physical

Psychological Examination

Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Applications can be accessed through the Clay County Sheriff's office website at <https://www.co.clay.tx.us/county-sheriff> , and can be returned by email to Renee.Weaver@co.clay.tx.us