



# BURLESON COUNTY SHERIFF'S OFFICE

GENE HERMES  
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1334 SH 21 EAST  
CALDWELL, TEXAS 77836

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## JOB POSTING

**Title:** Jail Administrator

**Date Posted:** January 13, 2023 (Open Until Filled)

## JOB DESCRIPTION

**Title:** Jail Administrator

**Reports to:** Chief Deputy / Sheriff

### **SUMMARY**

This position requires a thorough knowledge of law enforcement and jail standards & procedures. This individual is responsible for the supervision of 25 employees and up to 107 inmates. Has daily contact with state, county, and local officials. Acts on behalf of the Sheriff in all matters relating to the Jail.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Chief Deputy / Sheriff

### **SUPERVISION EXERCISED**

Generally responsible for the supervision and management of 25 employees and up to 107 inmates

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Plans, writes, and supervises compliance of inmate rules and regulations
2. Supervises compliance of the Texas minimum jail standards
3. Plans, writes, and supervises compliance of employee rules and regulations
4. Plans, writes, and supervises Jail Standard Operating Procedures
5. Assign employees to job position
6. Manages and supervises employees on job assignments and jail operations

7. Manages and supervises Jail Policy & Procedures
8. Counsels employees
9. Maintains inventory control
10. Reviews all publications and disseminates information in reference to Jail Operations to employees

**MANDATORY QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE**

High School Diploma, Texas Driver's License, Insurance, and specific requirements by the Texas Commission on Law Enforcement. This individual must possess knowledge of law enforcement and jail procedures and practices. Prior supervisory experience is required for this position.

**CERTIFICATES and LICENSES**

This position requires a Jailer License issued by the Texas Commission on Law Enforcement. The individual must be currently licensed as a Jailer or must acquire the Jailer License within 45 days of employment. A Jail Administrator Certification and peace officer license are preferred but not required. A Jail Administrator Certification must be obtained within 90 days of employment.

**DESIRED MINIMUM QUALIFICATIONS**

Language Skills: Ability to read, write, and understand the English language

Mathematical Skills: Ability to add, subtract, multiply, divide, and calculate percentages

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to effectively deal with problems involving several variables in standardized situations

**OTHER SKILLS and ABILITIES**

Must be able to meet TCOLE and Agency requirements for psychological, medical, and drug examinations. Must be able to write clear and concise reports, maintain complete records as required, provide complete and accurate testimony of past facts and incidents, communicate both verbally and in writing professional standards and maintain confidentiality of certain types of information. Possess typing skills. Ability to establish and maintain effective working relationships with other county employees, officials, inmates, and the public. Must be able to work under pressure and remain calm in dangerous situations, the ability to withstand job related stress and must be able to work in close contact with and supervise the inmate population.

**PHYSICAL DEMANDS**

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, exposure to outdoor conditions, the ability to take physical control of another person as needed and exposure to stressful situations, computer screens and individuals with risk of illness. While performing the duties of this job, the individual is required to be able to handle or feel objects, tools, controls, talk and hear, taste and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral board interview and extensive background check; job related tests might be required.

This job posting/description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this contract for employment.

*OPEN UNTIL FILLED*

*BURLESON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER*

Applicants need to complete a Personal History Statement and an Authorization for Information Release, which may be acquired from the TCOLE website: [www.tcole.texas.gov](http://www.tcole.texas.gov)

Personal History Statements may be mailed or dropped off in-person:

**Burleson County Sheriff's Office  
Attn: Chief Deputy Garrett Durrenberger  
1334 SH 21 East  
Caldwell, Texas 77836**