

Hemphill County Sheriff's Office

Brent Clapp, Sheriff

401 Purcell Avenue
Canadian, TX 79014
Phone: 806-323-5324
Fax: 806-323-8355



Jerri-Lynn Ortega, Chief Deputy
Kimberlee Spencer, Admin. Asst.
Cheryl Cano, Chief Dispatcher
Shannon Woodrum, Jail Admin.

Serving Texas Finest Folks

FULL TIME DISPATCHER / CORRECTIONS OFFICER

LOCATION: Canadian, Texas

Starting pay: \$44,456.00 depending on certification level. Certification pay increases available. Benefit package paid for the employee to include health insurance, dental, vision, life insurance, and paid membership to the Air Medicare Network. Retirement through Texas County and District Retirement System. Uniforms provided.

GENERAL JOB DESCRIPTION DISPATCHER:

- Answer 911 calls and dispatch emergency services.
- Telecommunicator / radio operator for law enforcement and emergency services.
- Dispatch emergency and non-emergency calls to appropriate public safety personnel.
- Prepare call for service reports and dispatch logs related to all requests for service.
- Must have the ability to operate communications console and phone system.
- Must interact with the public, county departments, employees and elected officials.
- General knowledge of office operations and basic computer skills.

GENERAL JOB DESCRIPTION CORRECTIONS OFFICER:

- General supervision of inmates as well as security and safety of inmates and the facility.
- Supervising daily cleaning of the facility.
- Preparation of booking data and other prisoner related reports.
- Classifying prisoners.
- Moving prisoners throughout the facility.
- Observation of intoxicated, mentally ill, or suicidal prisoners.
- Responding to fire alarms, severe weather and safely evacuating prisoners if needed.

Note: The duties listed are intended only as illustrations of the various types of work that may be performed; omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor. Shift work is required.

Hemphill County application available from the Hemphill County Sheriff's Office. TCOLE Personal History Statement available online at the TCOLE website. Applications accepted by mail, email, in person, or by fax.

Submit Applications to:

Shannon Woodrum, Jail Administrator

(806)323-5325 office

shannon@hemphillso.com

Sheriff Brent Clapp

(806)323-5326 office

brent@hemphillso.com

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