



Sheriff Kevin Roach

210 E. Dyer Street
Office: (254) 559-2481
Fax: (254) 559-2882
Jail: (254) 559-2705



HIRING ANNOUNCEMENT

The Stephens county Sheriff's Office is currently accepting applications for the following position(s):

Title: **Detention Officer (Full-Time)**
Location: Stephens County
Salary: Entry Level at \$15.00/HR
Benefits: Health Insurance, Dental & Vision Insurance, Vested Retirement at 8 Years, Yearly longevity pay after the first year, 12/HR Shifts, Reasonable Overtime Available, Vacation & Sick Time.

Please turn in our county wide employment application available online <http://www.co.stephens.tx.us/page/stephens.Jobs.Openings> with your resume at the Stephens County Sheriff's Office between the hours of 8AM and 5PM, Monday through Friday or via email at sheriff@stephenscountytexas.gov.

Minimum Qualifications

- Basic Jailers License issued by the Texas Commission on Law Enforcement (TCOLE) preferred.
- If not currently license, must be qualified to obtain a Jailers License issued by TCOLE.
- Must be at least 18 years of age.
- Must be a United States citizen.
- Must be a high school graduate or possess a GED equivalent.
- Must be in good physical and Mental Health and Free of any Drug Dependency or Illegal Drug Use (A Fitness Exam, Drug Screen, Medical Exam, and Psychological Assessment are required prior to appointment).
- Must be FREE of any criminal record (above the grade of Class "C" Misdemeanor).
- Must possess a valid Texas driver's license.
- Must have reliable transportation with proof of automobile insurance.
- Must be willing and able to work rotating (Night and Day) 12 Hour Shifts.

Applicants will be screened and subjected to a complete background investigation. Selected applicants will be notified for an interview. No information will be disclosed before or during the screening process. Professional resumes are strongly encouraged to be included with your application.



Sheriff Kevin Roach

210 E. Dyer Street
Office: (254) 559-2481
Fax: (254) 559-2882
Jail: (254) 559-2705



Basic Job Responsibilities

- Work under the direction of the Jail Administrator.
- Provide for the care, custody and control of inmates incarcerated in the Stephens County Jail.
- Inmate processing/booking to include fingerprints, photographs and classification.
- Conduct periodic informal headcounts on inmates.
- Conduct Safety Inspections and Fire Drills.
- Serve meals and assist with the personal needs of inmates such as telephone calls, mail, visitation and commissary.
- Perform other duties as assigned by the Jail Administrator.
- Be a team player.

The Stephens County Sheriff's Office is an Equal Opportunity Employer.