HUNT COUNTY
SHERIFF

Terry Jones, Sheriff
2801 Stuart Street
Greenville, TX 75401
903.453.6800

JOB ANNOUNCEMENT JOB TITLE: Female / Male Detention Officers

DEPARTMENT: Sheriff's Office

SALARY: $40,000.00 with benefits

FULL-TIME: Shift Work (Nights, Holidays and Weekends)

Education & Requirements: High School Diploma or GED, Texas Drivers' License and automobile insurance, must be a U.S. Citizen and be able to pass not only a physical and psychological exam but a thorough background check as well.

Knowledge, Skills, and Abilities: Ability to meet the requirements for State Jail Certification: read, write, and understand and follow oral and written instructions; learn to interpret and apply regulations and laws, such as Sheriff's Office Regulations, Penal Code of Criminal Procedure. Work to be performed mainly indoors requiring physical dexterity; learn to use and care for computer equipment; and deal effectively with the public.

General Definition: On an assigned shift, perform various tasks of average difficulty related to a county jail, and perform related work as required.

Duty Requirements:
- May be assigned a specialized task or duty
- Conduct book in procedures on inmates
- Conduct book out procedures on inmates
- Accept bonds as requested by Magistrates
- Administer medication as prescribed to inmates
- Care for general well-being of inmates
- Transport prisoners to court
- Transport prisoners for medical assistance
- Enter data in the computer system as needed
- Assist in the training of less experienced jailers
- Perform all duties as may be directed by the Jail Lieutenants
- Perform all duties as may be directed by the Jail Administrator
- Perform all other duties as may be directed by the Sheriff and Chief Deputy
- Must be 18 years of age
- Full time attendance is required

To be considered, you must complete an Employment Application in full. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse. Also available online at http://www.huntcounty.net/ under employment.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER