



POLK COUNTY (TX)
invites applications for the position of:

1055-CORRECTIONS OFFICER

SALARY: \$13.51 Hourly
\$1,080.58 Biweekly
\$2,341.25 Monthly
\$28,095.00 Annually

DEPARTMENT: JAIL

OPENING DATE: 04/16/21

DESCRIPTION OF POSITION:

Provides corrections services involving the health, safety and security of inmates and the public in a corrections facility or program, monitors inmates, medical activities and maintains necessary records.

****THIS POSITION IS POSTED UNTIL FILLED****

EXAMPLE OF DUTIES:

- Photographs and fingerprints new inmates;
- Conducts inspections, shakedowns and inmate searches;
- Prepares arraignment sheets and issues court dates;
- Completed, checks and processes official papers and documents;
- Ensures that all inmate information is entered into the computer;
- Conducts safety inspections and inspections of fire exits and equipment;
- Assists medical staff with distributing medications to inmates;
- Maintains and updates records on inmates, including personal history and medical records;
- Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;
- Conducts head counts of inmates;
- Maintains inventory of Jail supplies;
- Serves or supervises the serving of meals to inmates;
- Ensures officers leave arrest reports and tickets;
- Supervises work performed by inmates;
- Collects fines for offenses committed;
- Assists with the personal need of inmate, such as telephone calls, mail, laundry, visits, bedding, personal hygiene and commissary;
- Receives and deposits money for commissary accounts;
- Monitors and assists visitors and maintains visitor lists;
- Conducts and supervises recreational programs for inmates, including overseeing religious services;
- Assists with warrants;
- Serves as a Bailiff in Justice of the Peace Court when necessary;
- Assists dispatch with calls when necessary, including answering Crime Stopper calls;
- Keeps records of incident and activities during shift;

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It then goes on to describe the various methods used to collect and analyze data.

3. The next section covers the different types of data that can be collected and how they are used.

4. Finally, the document concludes by discussing the challenges of data collection and analysis.

5. The first part of the document discusses the importance of maintaining accurate records of all transactions.

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8. Finally, the document concludes by discussing the challenges of data collection and analysis.

9. The first part of the document discusses the importance of maintaining accurate records of all transactions.

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11. The next section covers the different types of data that can be collected and how they are used.

12. Finally, the document concludes by discussing the challenges of data collection and analysis.

13. The first part of the document discusses the importance of maintaining accurate records of all transactions.

14. It then goes on to describe the various methods used to collect and analyze data.

15. The next section covers the different types of data that can be collected and how they are used.

16. Finally, the document concludes by discussing the challenges of data collection and analysis.

- Books, classifies, transfers, transports, and releases inmates with attention to the health, safety and security of other officers, inmates and the public;
- Confiscates, inventories and stores property from new inmates and releases property to outgoing inmates;
- Dresses out inmates and escorts them to their cells;

ESSENTIAL QUALIFICATIONS:

High school graduation and one year of corrections experience.

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement at the time of hire or within the first 12 months of employment.

Valid Texas driver's license.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF: laws departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons.

ABILITY TO: understand and follow oral instructions; write clear and concise reports; maintain complete records as required; establish and maintain effective working relationships with other county employees and officials, inmates and the general public; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

May be assigned to train new officers in procedural aspects of the job;

May be assigned to transportation and court security duties;

May assist with warrants and research records for Deputies and/or Detectives;

Perform other duties as assigned.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.polk.tx.us>

Position #1055FT
1055-CORRECTIONS OFFICER
AG

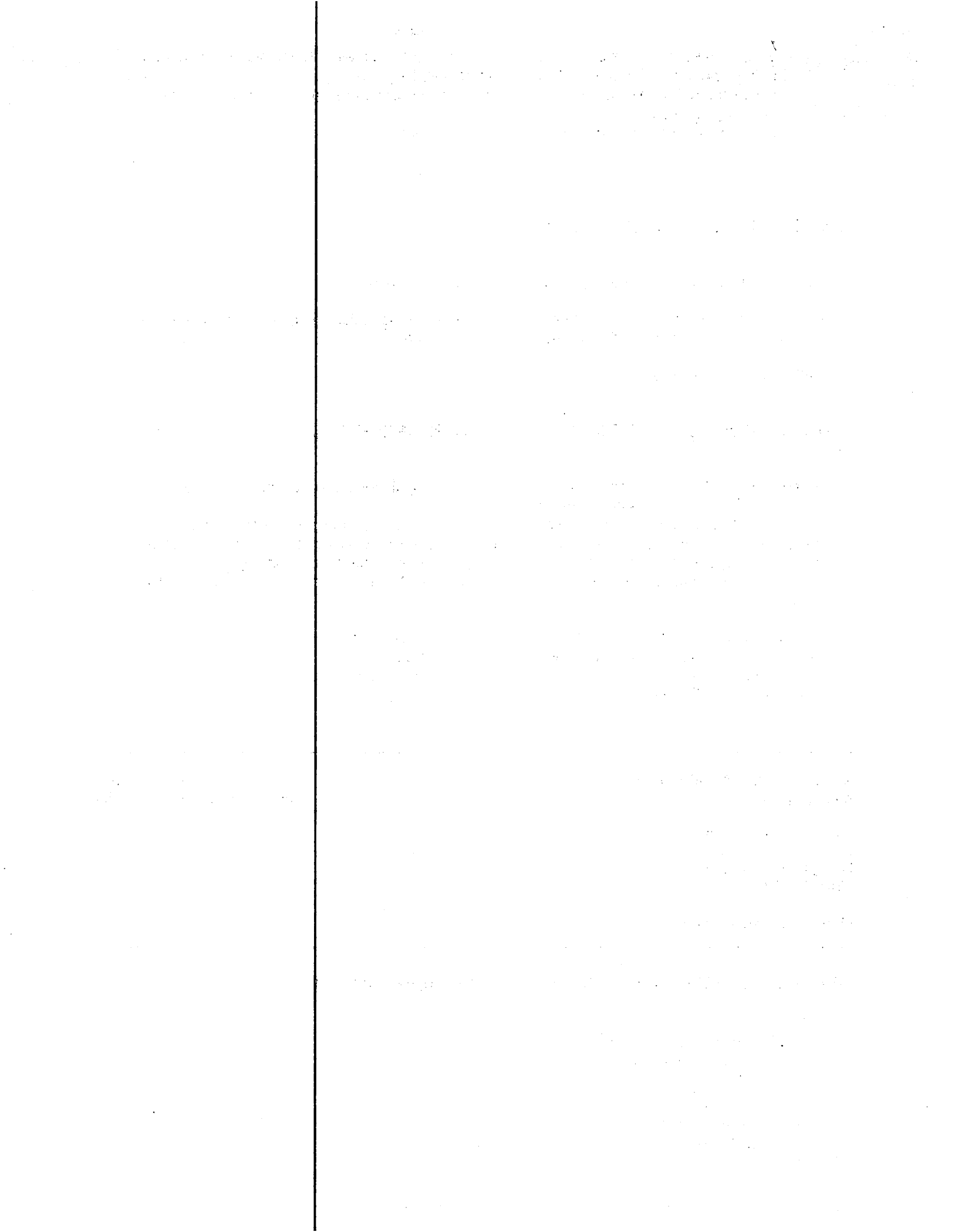
602 E. Church Street
Suite 105
Livingston, TX 77351
9363276802

humanresources@co.polk.tx.us

1055-CORRECTIONS OFFICER Supplemental Questionnaire

* 1. What is your highest level of education?

- High School diploma/GED
- Some college
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate



- Trade/Certification
- None of the Above

* 2. How many professional years of experience do you have in Corrections?

- less than one year
- one year less then two
- two years less then three
- three years less then four
- five or more years

* 3. Do you have a valid Texas driver's license?

- Yes
- No

* 4. Do you currently have a Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement?

- Yes
- No

* 5. Can you obtain a Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement within 12 months of hire?

- Yes
- No

* 6. Have you completed the Background consent and Personal History statement required by Texas Commission on Law Enforcement? (you have 5 days from submittal of the application to complete and submit this documentation to the Department or Human Resources)

- Yes No

* Required Question

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. It describes how different types of data are gathered and how they are processed to extract meaningful information.

3. The third part of the document focuses on the analysis of the collected data. It details the statistical techniques used to identify trends, patterns, and anomalies within the data set.

4. The fourth part of the document discusses the interpretation of the results. It explains how the findings are used to draw conclusions and make informed decisions based on the data analysis.

5. The fifth part of the document addresses the challenges associated with data analysis. It highlights common issues such as data quality, missing information, and the complexity of large data sets.

6. The sixth part of the document provides a summary of the key findings and conclusions. It reiterates the importance of rigorous data analysis and the need for transparency in reporting the results.

7. The seventh part of the document offers recommendations for future research and practice. It suggests ways to improve data collection methods and to enhance the accuracy and reliability of the analysis.

8. The eighth part of the document concludes the report. It expresses the hope that the findings and recommendations will be useful to the readers and that they will contribute to the advancement of the field.

9. The ninth part of the document includes a list of references. It cites the various sources of information used in the research, providing a clear path for readers who wish to explore the topics in more detail.

10. The tenth part of the document contains an appendix. It provides additional information and data that are relevant to the study but that would not fit into the main body of the report.

11. The eleventh part of the document is a glossary. It defines the key terms and concepts used throughout the report, ensuring that all readers have a common understanding of the language.

12. The twelfth part of the document is a list of figures and tables. It provides a quick reference for the visual elements of the report, including charts, graphs, and data tables.

13. The thirteenth part of the document is a list of abbreviations. It defines the shorthand terms used in the report, making it easier for readers to understand the text.

14. The fourteenth part of the document is a list of acronyms. It defines the short forms used to represent organizations, departments, and other entities mentioned in the report.

15. The fifteenth part of the document is a list of symbols. It defines the mathematical and statistical symbols used in the report, ensuring that they are correctly interpreted.

16. The sixteenth part of the document is a list of equations. It provides the mathematical formulas used in the analysis, along with explanations of the variables and constants involved.

17. The seventeenth part of the document is a list of definitions. It provides clear and concise definitions for the key concepts and terms used in the report.

18. The eighteenth part of the document is a list of examples. It provides practical illustrations of the concepts and methods discussed in the report, helping readers to understand their application.

19. The nineteenth part of the document is a list of exercises. It provides a series of problems and tasks designed to test the reader's understanding of the material and to develop their skills in data analysis.

20. The twentieth part of the document is a list of projects. It provides a series of assignments and tasks that require the reader to apply the concepts and methods discussed in the report to real-world scenarios.

21. The twenty-first part of the document is a list of case studies. It provides detailed accounts of specific instances where the concepts and methods discussed in the report were applied, along with the results and lessons learned.

22. The twenty-second part of the document is a list of interviews. It provides a series of questions and answers that provide insight into the experiences and perspectives of experts in the field.

23. The twenty-third part of the document is a list of surveys. It provides a series of questionnaires and surveys that were used to gather data for the study, along with the results and analysis.

24. The twenty-fourth part of the document is a list of experiments. It provides a series of controlled tests and experiments that were conducted to investigate the relationships between different variables.

25. The twenty-fifth part of the document is a list of observations. It provides a series of detailed accounts of what was observed during the study, including the methods used and the results obtained.

26. The twenty-sixth part of the document is a list of measurements. It provides a series of quantitative data points that were collected during the study, along with the units and methods used for measurement.

27. The twenty-seventh part of the document is a list of calculations. It provides a series of mathematical computations that were performed as part of the analysis, along with the formulas and steps used.

28. The twenty-eighth part of the document is a list of conclusions. It provides a series of statements that summarize the key findings and conclusions of the study, based on the data and analysis.

29. The twenty-ninth part of the document is a list of recommendations. It provides a series of suggestions and advice based on the findings of the study, aimed at improving practice and research in the field.

30. The thirtieth part of the document is a list of acknowledgments. It expresses gratitude to the individuals and organizations that provided support and assistance during the course of the study.

31. The thirty-first part of the document is a list of disclosures. It provides information about any potential conflicts of interest or other factors that could have influenced the results of the study.

32. The thirty-second part of the document is a list of appendices. It provides a series of additional documents and materials that are related to the study but that are not included in the main body of the report.

33. The thirty-third part of the document is a list of references. It provides a comprehensive list of all the sources of information used in the study, including books, articles, and other publications.

34. The thirty-fourth part of the document is a list of figures. It provides a series of visual representations of the data, including charts, graphs, and tables, which help to illustrate the findings of the study.

35. The thirty-fifth part of the document is a list of tables. It provides a series of structured arrangements of data, which are used to present complex information in a clear and organized manner.

36. The thirty-sixth part of the document is a list of symbols. It provides a series of mathematical and statistical symbols used in the report, along with their meanings and applications.