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;

- 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