



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

09-01-2023

Position: County Jailer - Sergeant (Full-Time)

Open until: 12-01-2023

Salary: \$45,000 annually (\$47,400 effective 01-01-2024), TCOLE certification pay up to \$3,000 annually. Step pay: \$1,200 annually after 24 months, additional \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits. Issued uniforms, and county paid training.

Summary of Position: Performs routine supervisory work in the care and custody of offenders. Work involves assisting in performing in-service training of staff. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Essential Duties:

- Supervises correctional staff in the care and custody of offenders assigned to specific work areas.
- Supervises, instructs, and trains staff and offenders in their assigned work areas.
- Supervises the preparation and maintenance of records, forms, and reports.
- Responds to emergency situations, searches for escaped offenders, and transports offenders.
- Conducts and/or supervises searches of offenders, their living quarters, and work areas for contraband.
- Conducts and/or supervises the monitoring of perimeter security and provision of security surveillance in assigned areas.
- Supervises the work of others.
- Performs related work and additional duties as assigned by Sheriff.

A Job profile is not a comprehensive job description.

REQUIREMENTS: High School diploma or GED is required. Must have a valid Texas driver's license. Must pass criminal history background check, drug screen, physical and psychological examination. Experience in correctional custody or law enforcement work is required. Knowledge of the overall operation of correctional facilities; of applicable policies, procedures, rules, and regulations; and of correctional methods, techniques, practices, and procedures is required. Skill in the use, care, and instruction of civil disturbance control equipment is preferred. Ability to communicate effectively and to supervise the work of others is required.

Applications mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.

Available Mon. – Fri., 8A – 5P at 1200 E. Lacy St., Palestine, TX 75801.