



**SHELBY COUNTY SHERIFF'S OFFICE
EMPLOYMENT OPPORTUNITY**

Job Title: JAIL ADMINISTRATOR

Department: JAIL

Reports to: Chief Deputy

SALARY: \$21.55 / HR

BENEFITS INCLUDE:

- **HEALTH INSURANCE**
- **PAID VACATION / HOLIDAY / SICK TIME**
- **RETIREMENT PLAN**

SUMMARY:

This position requires a thorough knowledge of law enforcement and jail standards and procedures. This individual is responsible for the supervision and management of 20 employees and up to 66 prisoners. Has daily contact with state, county and local officials. Acts on behalf of the Chief Deputy in all matters relating to the jail.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief Deputy

SUPERVISION EXERCISED:

Generally responsible for the supervision and management of 20 employees and up to 66 prisoners

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Plans, writes and supervises compliance of inmate rules and regulations.

2. Supervises compliance of the Texas minimum jail standards.
3. Plans, writes and supervise compliance of employee rules and regulations
4. Plans, writes and supervises Jail Standard Operating procedures.
5. Assign employees to job position.
6. Manages and supervises employees on job assignments and jail operations.
7. Manages and supervises Jail policy and procedures.
8. Counsels employees.
9. Maintain inventory control.
10. Reviews all publications and disseminates information in reference to Jail operations to the employees.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

High School diploma and specific requirements by the Texas Commission on Law Enforcement Standards and Education. This individual must possess knowledge of law enforcement and jail procedures and practices. Prior supervisory experience is required for this position.

CERTIFICATES, LICENSES, REGISTRATION:

This position requires a jailer license issued by the Texas Commission on Law Enforcement Officers Standards and Education. The individual must be currently licensed as a jailer or must acquire the jailer license within 45 days of employment. A Jail Administrator Certification and peace officer license are preferred but not required. A Jail Administrator Certification must be obtained with 90 days of employment.

DESIRED MINIMUM QUALIFICATIONS:

- Language Skills
- Ability to read, write and understand the English language.
- Mathematical Skills
- Ability to add, subtract, multiply, divide and calculate percentages.

- Reasoning Ability
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Must be able to meet TCOLE and Department requirements for psychological, medical and drug examinations. Must be able to write clear and concise reports, maintain complete records as required, provide complete and accurate testimony of past facts and incident, communicate both verbally and in writing professional standards and maintain confidentiality of certain types of information. Possess some typing skills. Ability to establish and maintain effective working relationship with other County employees, Officials, inmates and the public. Must be able to work under pressure and remain calm in dangerous situations, the ability to withstand job-related stress and must be able to work in close contact with and supervise inmate population.

PHYSICAL DEMANDS:

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, exposure to outdoor conditions, the ability to take physical control of another person as needed and exposure to stressful situation, computer screens and individual with risk of illness.

While performing the duties of this job, the employee is required to be able to finger, handle or feel objects, tools or controls, talk and hear, taste and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to blood borne pathogens and/or other various hazards that require immunization against such exposure. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “*At Will*” employment, and under no circumstances is this contract for employment.

OPEN UNTIL FILLED