



# Sheriff Maurice C. Cook Bastrop County



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Bastrop, Texas 78602  
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## INTERNAL POSTING TO BCSO EMPLOYEES ONLY

<b>Assignment:</b>  Corrections Corporal	<b>Opening Date:</b>  January 29, 2019	<b>Closing:</b>  February 12, 2019	<b>Starting salary:</b>  \$20.90 - \$22.90/hour
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**NOTIFICATION:** There will be an interview board selection process to fill the position of Jail Corporal

**SELECTION PROCESS:** Candidates must submit a letter of interest, and a resume to Human Resources by 5:00pm on the closing date. Candidates will be selected by administrative review based on, experience, training, productivity, and performance appraisals.

### **BRIEF JOB DESCRIPTION:**

- Provides leadership, supervision, and expertise in the field of Corrections ;
- Provides guidance and direction to Jailers in the performance of their duties;
- Provides verbal and written counseling of employees as deemed necessary in accordance with Sheriff's Office Policies and Procedures;
- Directs, coordinates and assists with the daily activities of administration, support services and security duty;
- Reviews and approves overtime, leave requests, and creates schedules;
- Responds to assess all major incidents to notify appropriate personnel and assist as needed;
- Provides exceptional customer service to County employees & the public, both in person and by phone;
- Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
- Maintains confidentiality and security of all casework;
- Ensures that Jailers follow standard operating procedures and comply with jail standards regarding inmate rights and privileges to avoid litigation;
- Trains Jailers to become proficient in their response to emergency situations such as disturbances, fights, fires, attempted suicides, etc;
- Performs related work or duties as assigned by supervisor.

**Minimum Qualifications:** Must have a basic Jailer Certification on or before the application deadline. Must have a minimum of 2 years of experience. A working knowledge of booking is preferred. Must not be on any disciplinary probation, or under Internal Affairs or criminal investigation, and not on any restricted duty because of disciplinary action. Must possess a valid Texas driver's license. Must be able to work flexible schedules, which may include evenings, weekends, holidays and call outs..

**Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.**

**All applicants will need to send a letter of intent to Human Resources office at 804 Pecan Street. Our office is open Monday thru Friday between the hours of 8:00am -5:00 pm. Unless otherwise indicated, regular attendance is an**

essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



**BASTROP COUNTY, TEXAS**  
**Job Description**

*Job Title: Corrections Corporal*

**Department:** Jail

**FLSA Status:** Non-Exempt

**Reports To:** Jail Sergeant

**SUMMARY:** Under the direct supervision of the Jail Sergeant, this position exercises lead capacity supervision of Jailers in the activities involved with maintaining the incarceration of suspects and/or convicts while they are awaiting trial or sentencing, or while serving their sentence. The Jail Corporal supervises inmates as assigned and investigates jail inmate problems, building security and internal events, so as to ensure staff and inmate's safety and well being. The work involves treating a variety of problems and situations, and affects the operation of the department, which may include the well being of the Sheriff's Office, inmates and the general public. This position occasionally may act as Jail Sergeant.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Jail Sergeant, with further direction and guidance from the Jail Lieutenant.

Exercises supervision of Jailers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Directs, coordinates and assists with the daily activities of administration, support services and security duty;
2. Ensures that Jailers follow standard operating procedures and comply with jail standards regarding inmate rights and privileges to avoid litigation;
3. Trains Jailers to become proficient in their response to emergency situations such as disturbances, fights, fires, attempted suicides, etc;
4. Provides guidance and direction to Jailers in the performance of their duties;
5. Supervises inmates;
6. Checks all booking and/or release documentation for accuracy.

7. Subject to night, weekend, holiday, and/or emergency call-in duty as directed by supervisor;
8. Provides exceptional customer service to County employees & the public, both in person and by phone;
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
10. Maintains confidentiality and security of all information and systems; Performs all the duties of a Jailer as required.
11. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of supervision of inmates;  
 Legally acceptable restraint methods;  
 Applicable laws as related to the operation of the agency;  
 Personal Computer skills and software, including Microsoft Office;  
 Professional Customer Service skills;  
 Radio procedures;  
 Proper English usage, spelling, grammar and punctuation;  
 Standard office policies, procedures, and equipment;  
 Bastrop County Sheriff's Office policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
 Communicate clearly and concisely, both verbally and in writing; in person and by telephone;  
 Understand and follow verbal and written instructions;  
 Observe the actions of others and forecast those actions into future behaviors;  
 Maintain a calm and confident attitude during emergency, stressful, or critical incident situations;  
 Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
 Conduct business with the public in a professional and courteous manner;  
 Record, and disseminate accurate information from telephone conversations and personal contact;  
 Establish and maintain effective working relationships with those contacted in the course of the job;

Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain a level of fitness that permits him/her to accomplish the performance of assigned duties and responsibilities, which may include:

- Situations that are tense, uncertain and that are rapidly evolving;
- Ability to physically protect and defend self and the lives of others;
- To physically restrain combative and/or resistive individual(s) using legally acceptable defensive/restraint methods;
- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling;
- Regular exposure to factors causing moderate physical discomfort from such things as dust, fumes, odors, or outdoor exposure.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two (2) years prior experience as a licensed jailer; or an equivalent combination of education, training and experience.

#### **Education:**

High school diploma or GED.

**Licensing:**

Current TCOLE Jailer license.

Possession of a valid Texas driver's license.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**