



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Jail Lieutenant</b>	<b>Opening Date:</b>  <b>May 20, 2022</b>	<b>Application Deadline:</b>  <b>June 3, 2022</b>	<b>Job Posting #:</b>  <b>220315</b>
<b>Department:</b>  <b>Sheriff's Office</b>	<b>Starting Salary:</b>  <b>\$29.30 – \$30.23 Hourly</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>As required</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the Jail Administrator, this position supervises and manages county jail personnel; inmates incarcerated and jail facility in a safe and secure manner in accordance with the Texas Commission on Jail Standards. They administer county jail policies and procedures in accordance with federal and state statutes, and local administrative rules and regulations. They perform professional administrative and managerial duties that involve isolating and defining unknown conditions, resolving and treating a variety of critical problems and handling situations in the short and long term, including interpreting information and refining methods and the development of programs and processes to operate the jail effectively and efficiently. This position coordinates jail activities with other departments and agencies in a professional manner. The Jail Lieutenants' performance affects the operation of the jail which may affect the well-being of the Sheriff's Office and its personnel, inmates and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Directs, coordinates and assists with daily activities in the jail, including administration and support services; Ensures the security of the facility, inmates and staff at all times; Maintains a 24-hour a day availability to assist the Jail and advises the Jail Administrator, and/or Sheriff of events; Provides leadership, supervision, and expertise in the field of Corrections and Jail Administration; Manages division budget and participates in the budget process; In accordance to policy employs personnel development as deemed necessary and performance evaluations; Interprets and applies jail standards, policies, plans and procedures to all jail staff; Assists supervisory staff with employee evaluations; Remains current on legislative rules and procedural changes regarding jail standards; Provides exceptional customer service; Works as part of a team and maintains a cooperative, helpful attitude and demeanor; Maintains confidentiality and security of all information and systems; Performs related work or duties as assigned by supervisor. Performs other job related duties as directed by supervisor(s).

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES:** Must possess thorough 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 and protocol; Proper English usage, spelling, grammar and punctuation; Standard use of office equipment and media; Bastrop County Sheriff's Office policies and procedures. Must have ability to; perform tasks simultaneously in a timely manner; communicate professionally, clearly, concisely and in a courteous manner both verbally and in writing; Understand and follow verbal and written instructions; Complete routine business correspondence; Effectively speak to small audiences to convey information; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Record, and disseminate accurate information from telephone conversations and personal contact; Function independently, exercise good judgment, manage multiple projects, and meet deadlines; 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; Exercise good judgment and make sound decisions in a manner consistent with the essential job functions.

**MINIMUM QUALIFICATIONS:** Five (5) years of progressively responsible experience in a jail, correctional institution or other facility of incarceration with at least three (3) years in a lead or supervisory capacity. Must hold an Intermediate Jailer certification or higher. Must not have any current disciplinary action. Must be able to work flexible schedules which may include evenings, weekends, holidays, and call outs.

**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, performance appraisals, and oral interview

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

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

*Job Title: Jail Lieutenant*

**Department:** Jail

**FLSA Status:** Exempt

**Reports To:** Jail Administrator

**SUMMARY:** Under the direct supervision of the Jail Administrator, this position supervises and manages county jail personnel; inmates incarcerated and jail facility in a safe and secure manner in accordance with the Texas Commission on Jail Standards. They administer county jail policies and procedures in accordance with federal and state statutes, and local administrative rules and regulations. They perform professional administrative and managerial duties that involve isolating and defining unknown conditions, resolving and treating a variety of critical problems and handling situations in the short and long term, including interpreting information and refining methods and the development of programs and processes to operate the jail effectively and efficiently. This position coordinates jail activities with other departments and agencies in a professional manner. The Jail Lieutenants' performance affects the operation of the jail which may affect the well-being of the Sheriff's Office and its personnel, inmates and the general public. The Lieutenant position is under the direct supervision of the Jail Administrator with further direction and guidance from the Sheriff

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Jail Administrator with further direction and guidance from the Sheriff.

Exercises supervision over all County Jail staff.

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

1. Directs, coordinates and assists with daily activities in the jail, including administration and support services;
2. Ensures the security of the facility, inmates and staff at all times;
3. Maintains a 24-hour a day availability to assist the Jail and advises the Jail and/or Sheriff of events;
4. Provides leadership, supervision, and expertise in the field of Corrections, Law Enforcement and Jail Administration;
5. Manages division budget and participates in the budget process;
6. Provides verbal and written counseling of employees as deemed necessary in accordance with Sheriff's Office Policies and Procedures;
7. Interprets and applies jail standards, policies, plans and procedures to all jail staff;
8. Assists supervisory staff with employee evaluations;
9. Remains current on legislative rules and procedural changes regarding law enforcement and jail operations in the state of Texas;

10. Provides exceptional customer service to County employees & the public, both in person and by phone;
11. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
12. Maintains confidentiality and security of all information and systems;
13. 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;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
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;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
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:**

Five (5) years of progressively responsible experience in a jail, correctional institution or other facility of incarceration with at least three (3) years in a lead or supervisory capacity. Must hold an Intermediate Jailer certification or higher. Must not have any current disciplinary action. Must be able to work flexible schedules which may include evenings, weekends, holidays, and call outs.

#### **Education:**

High school diploma or GED.

#### **Licensing:**

Current TCOLE Intermediate Jailer and/or Peace Officer Licenses;

Possession of a valid Texas driver's license;