

# HUTCHINSON COUNTY SHERIFF'S OFFICE JOB DESCRIPTION

## COUNTY JAILER

### **Essential Functions include, but are not limited to:**

SUPERVISION OF INMATES  
DISPATCHING  
TELETYPE SERVICES NCIC/TCIC CERTIFIED  
CORRECTIONS OFFICER CERTIFICATION  
REGULAR ATTENDANCE REQUIRED  
ABLE TO DEAD LIFT UP TO 75lbs  
MAY HAVE TO WORK AROUND ODOR & PROFANITY  
ABLE TO WRITE & READ REPORTS  
COMPLIANCE WITH THE DEPARTMENT POLICY  
FOLLOWING DIRECTIVES OF THE JAIL SERGEANTS, JAIL CAPTIAN, CHIEF & SHERIFF  
ANSWER PUBLIC OR OTHER DEPARTMENT CALLS FOR ASSISTANCE.  
BE ABLE TO HANDLE THEMSELVES IN VERBAL & PHYSICAL CONFRINTATION WITH INMATES  
PROCESSING INMATES INTO AND OUT OF THE JAIL  
WORK SHIFTWORK TO INCLUDE WEEKENDS & HOLIDAYS  
BE SUBJECT TO CALL BACK  
**OTHER DUTIES AS ASSIGNED**

Promote the Hutchinson County Sheriff's Office through service oriented, community friendly activities, with a professional attitude with the general public.

### **Skills and Requirements:**

It is desired that applicant be a Certified Corrections Officer in the State of Texas and recognized as such by the Texas Commission on Jail Standards.

Employee must have a minimum of high school diploma or its equivalency.

Employee must possess a valid Social Security Card.

Employee must possess a valid Texas Drivers License or be eligible to obtain a Texas Drivers License (Class C).

Employee must be in good physical and mental condition, which allows applicant to perform all required duties.

Employee must not have been convicted of a misdemeanor offense above the grade of class C within the last five (5) years.

Employee must not have been convicted or under indictment for a felony or misdemeanor involving moral turpitude.

Employee must not have been convicted of a misdemeanor crime of domestic violence.

Employee must have a strong work ethic and ability to work well with others in close quarters.

Employee must have the ability to keep information gained from the duties of this office in a confident and professional manner.

**Physical Requirements:**

Employee must be able to Stand/Sit in a Stationary position 50% of his/her time.

Employee must be able to use his/her hands to operate, activate, use, prepare, inspect, place, detect and position a computer and other office equipment.

Employee must be able to climb stairs, stoop, kneel, bend, walk and run to perform his/her job.

Employee must be able to talk/hear, communicate, detect, converse with people, convey, exchange information to perform his/her job.

Employee must be able to see to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess to perform his/her job.

Employee must be able to smell to detect, distinguish and determine odors to perform his/her job.

Employee must be able to carry weight to move, transport, position, put, install and remove items/people to perform his/her job.

**Limitations and Disclaimer:**

**The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date