



WICHITA COUNTY

Job Announcement

wichitacountytx.com

POSITION: Detention Officer (MALE and FEMALE)

LOCATION: Wichita County Detention Center

REPORTS TO: Wichita County Detention Center Supervisor

HOURS: Various twelve (12) hour shifts (Facilities operate 24 hours/day)

(7:00 am to 7:00 pm or 7:00 pm to 7:00 am.)

(Specific shift will be determined after hiring and after initial training.)

SALARY/ RATE of PAY	HOURLY	BI-WEEKLY
Entry Level / Starting	\$17.52	\$1401.80

POSTING DATE	January 11, 2022 (Updated)
CLOSING DATE	Open until all vacant positions are filled

JOB SUMMARY:

This position works entirely inside the confines of the jail. The position involves maintaining the safe and secure care, custody, and control of incarcerated adult male and female inmates. The position involves daily interaction with inmates, attorneys, law enforcement officers, and the

public. 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. Employees are frequently required to stand, walk, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The jail is a tobacco free environment.

DUTIES:

- Operates security doors.
- Answers telephones.
- Maintains prisoner records for work release, commitment papers, and inmate's files.
- Performs computer data entry.
- Monitors video/camera security and emergency intercom systems.
- Checks and records incoming/outgoing inmate mail and redirects as required.
- Performs routine patrols of the jail facility to ensure safety and security of inmates.
- Provides services to inmates; delivers meals, laundry, mail, and escorts inmates to various activities.

Note: The duties listed above are only a partial listing of some of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or similar to the position and is assigned by the supervisor.

QUALIFICATIONS:

- Must be at least eighteen (18) years of age (Texas Commission on Law Enforcement (TCOLE) requirement).
- High School graduate or GED, or have twelve (12) semester hours credit from an accredited college or university.
- Must have a valid driver's license. Cannot be prohibited by state or federal law from operating a motor vehicle.
- No convictions of a Class B misdemeanor offense within the last ten (10) years.
- No convictions above a Class B misdemeanor offense.
- Not ever have been or currently on court-ordered supervision or probation for any Class A or B misdemeanor.
- Not currently under indictment for any criminal offense.
- Never have been convicted of any family violence offense.
- Cannot be prohibited by state or federal law from possessing firearms or ammunition.
- No convictions at any time for felony offense.

- No military discharge under less than honorable conditions. Must provide military discharge paperwork.
- No jail commission license denied or revoked by final order.
- No voluntary surrender of a current jailer's license, other than normal expiration.
- Able to work all shifts.
- Knowledge of the use of computer, typewriter and multi-line telephone is desirable.
- Ability to read, write and comprehend simple instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to deal with problems involving variables in standardized situations.

MINIMUM REQUIREMENTS:

- Must complete and pass Jail Certification School within one year of date of employment and obtain and maintain a TCOLE certification with the Wichita County Sheriff's Office. Schooling and training provided and funded by the Wichita County Sheriff's Office.
- Must pass a thorough background investigation conducted by the Wichita County Sheriff's Office.
- Must pass a pre-employment physical exam, drug test, and strength test paid by Wichita County.
- Must be physically able to safely move and lift loads weighing up to 50 pounds and occasionally move and lift loads weighing up to 100 pounds such as steel jail cell doors or incapacitated inmates needing assistance.
- Must pass psychological evaluation administered by a trained psychiatrist.
- Must satisfactorily pass a 12th grade level reading comprehension test.
- Have knowledge and skills in the use of personal computers and computer input capability.
- Works various twelve (12) hour shifts and works overtime when needed, as scheduled.
- Works independently and without direct supervision.
- Communicates well and works effectively with others.
- Must conduct oneself in a courteous and professional manner while working in a stressful and/or hostile environment.
- Knowledge of emergency evacuation, exit and entry procedures is desired, but not required.
- Some law enforcement or security experience is desired, but not required.
- Must be a citizen of the United States (TCOLE requirement).

APPLY TO:

Wichita County Sheriff's Office
2815 Central Freeway East
Wichita Falls, Texas 76302
(940) 766-8170

or

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108

IMPORTANT NOTICE TO APPLICANTS

You MUST submit a completed Employment Application and Personal History Statement, along with all applicable documents as listed on page 2, number 6 of the Personal History Statement. Both forms may be downloaded at wichtacountytx.com.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file. TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.

Applicant's Name _____



WICHITA COUNTY SHERIFF'S OFFICE
DAVID DUKE, SHERIFF

P.O. Box 8466
Wichita Falls, Texas 76308-8466
Telephone: (940)766-8170 Fax: (940) 766-8102



William Rutledge, Chief Deputy

Patrick McFerrin, Deputy Chief

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for employment with the Wichita County Sheriff's Office. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position with the Sheriff's Office. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Wichita County Sheriff's Office.

The following are examples of the type of information being requested:

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|------------------------------|----------------------------------|----------------------------|
| Criminal arrest records | Detentions, field citations | Field interviews |
| Officer's notebook notations | Jail and custody information | Booking information |
| Traffic citations | Traffic accident reports/records | District Attorney records |
| Court records/reports | Probation/parole reports/records | Laboratory reports/results |
| Performance evaluations | Other reports or records | Employment records |
| Polygraph results | Disciplinary reports | Credit history |
| School transcripts | Medical information | Psychological evaluations |

I authorize the Wichita County Sheriff's Office to read, review, or photocopy any documents to allow them to assess my suitability as an employee of the Sheriff's Office.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, that this information will likely bar me from further consideration for this position and it will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

"I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested."

Print Name

Social Security Number

Signature (MUST be notarized)

Date

This instrument was acknowledged before me on _____ (date) by

(Name of person acknowledging).

Notary Public

Printed Name

My Commission Expires