



Job Description

WORKING TITLE: Assistant Jail Administrator
DEPARTMENT: Sheriff's Office
REPORTS TO: Jail Captain
Salary: \$22.23/hr; \$46,237/yr

GENERAL DESCRIPTION

Monitors daily activity of the Corrections division to ensure the safety and security of the Jail facility, inmates, employees and the public. Ensures that the Jail facility adheres to all state and federal laws/regulations. Coordinate the administration and care of inmates to maintain organization and control of the Jail facility. Provide Jail Captain, Chief Deputy and/or the Sheriff with accurate and timely information related to daily operations. Monitors inmate administration to ensure treatment and procedures meet all standards. Coordinates security functions for the jail to maintain safety and security of the facility, personnel, and the public. This is a full time, regular position.

DUTIES & RESPONSIBILITIES:

- Monitors daily operational reports and identifies areas which require adjustment or action. Resolves day-to-day operational problems and concerns of staff, outside agencies and the public to ensure prompt response and service. Ensures inmate housing standards are met.
- Assists with formulation of policies and adopts rules and regulations to ensure effective administration of the jail.
- Organizes, coordinates and supervises all activities of the Hill County Jail; ensures standard operating procedures are strictly adhered to.
- Briefs Jail Administrator daily on operations activities and status of duties and/or special projects. Responsible for weekly supervisor meetings to discuss problems/concerns, provide advice or direction, disseminate new or adjusted directives and regulations.
- Assists with administering, researching, compiling and summarizing current budget estimates; monitors budget throughout fiscal year, makes recommendations for budgetary increases. Reviews and approves supply orders and expenditures.
- Operates the Corrections Division in a safe and efficient manner while remaining in compliance with Texas State Jail Standards and other applicable laws, rules and regulations.

- Provides direct supervision and monitors performance of Sergeants to ensure appropriate levels of staffing and proper management of inmates and Corrections staff are met. Reviews all Jail staff leave requests to ensure appropriate staffing levels are met. May use discretion in schedule changes or leave request approvals as necessary.
- Assists the Jail Captain with the selection process for new staff and internal promotional opportunities. Researches, develops and implements employee retention programs and plans.
- Assists with oversight of notification and/or delivery of training needs, conducts performance appraisals of Sergeants, ensures adherence to the county's human resource policies, approving leave requests, administering corrective disciplinary action up to and including written warnings. Provides input and submits written reports of complaints related to conduct of personnel to the Jail Captain.
- Researches and evaluates Jail safety problems or concerns and prepares information to be utilized in clarifying or resolving issues. Reports findings and/or conclusions to the Jail Captain.
- Responds promptly to all 1st step Jail staff grievances and 1st step inmate grievances to ensure appropriate and necessary actions are initiated and provide open communication with Jail staff.
- Identifies needs for overtime and suggests ways to reduce overtime as appropriate. Reviews and approves timesheets submitted by staff.
- Collects, analyzes, researches, compiles, summarizes current and historical data for various reports on inmate housing and other jail related information. Reviews inmate commissary and inmate trust accounts on a weekly basis to ensure accuracy; tracks inmates with a large amount of deposits and reports irregular trends.
- Conducts regular formal and informal inspections of the jail facilities. Coordinates and facilitates State and Federal inspections and implements recommended changes.
- Monitors and evaluates contracts with vendors providing products and/or services. Researches and seeks out alternative vendors.
- Performs other job-related duties as necessary or assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 21 years of age at date of hire;
- High School Diploma or GED is required; some college is preferred.
- Must be able to obtain the Texas Commission on Law Enforcement (TCOLE) County Jail Administrator Certification course within six (6) months after hire date (paid for by Hill County);
- Must hold at least an Intermediate TCOLE Jailer's License

- Must possess, or have ability to obtain, Texas Driver's License;
- Good driving record;
- Must be of good moral character;
- Must have the knowledge necessary to understand basic operational, technical, and office processes;
- Must pass a thorough background investigation to include an oral interview and psychological exam and drug test.
- Proficient in Quicken

SPECIAL REQUIREMENTS/KNOWLEDGE, SKILLS & ABILITIES:

- A minimum of five (5) or more years of jail experience, with progressive supervisor experience is required.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places;
- Make independent judgments and adopt quick, effective, and responsible courses of action at any time;
- Prepare clear and comprehensive reports;
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Possess and maintain a cooperative and positive attitude;
- Required to occasionally work overtime – may include weekends and evenings;
- Required to be bondable under the Sheriff's Official Bond;
- Required to participate in continuing education courses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to perform defense tactics against individuals. Frequent contact with hostile/combatative people. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of both interior and exterior stairs. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to odors, fragrances and communicable diseases.
- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry. Required to lift up to 15 pounds regularly and up to 50 pounds occasionally. Specific vision required by this position includes up close and distance. Required to wear department-issued jailer uniform daily.

- This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific divisional tasks.

Benefits:

- Certification/Education Pay available upon hire
- Specialized Skills Pay available up to \$300/month
- Longevity pay after 3 continuous years of service.
- FREE employee medical, dental and life insurance
- Hill County is a member of the TCDRS retirement system with 7% employee contribution with a 2 to 1 employer match; vested after 8 years of service.

*All personnel shall complete a minimum 12 month new-hire probationary period

The Hill County Sheriff's Office, a community-oriented team of law enforcement professionals, is seeking to fill immediate openings. If you are a quality individual looking for long-term employment in a rewarding field, please apply today.

To apply, go to: www.PoliceApp.com/HillCountyTX