



January 15<sup>th</sup>, 2019

**JOB OPENING:** Hill County Sheriff's Office

**POSITION:** ~~One (1) part time Detention Officer~~


**CLOSING DATE:** Open until filled

**REQUIREMENTS:** See attached

**DESCRIPTION:** See attached

**STARTING SALARY:** \$15.68/hr.

The Hill County Sheriff's Office is now accepting applications for one full time detention officer. Applications can be picked up at the Hill County Courthouse Commission Office. Applications will be accepted until the vacancy is filled. For further information contact Jail Administrator Victoria Olson at 265-2512 Ext 2105.

  
Victoria Olson, Detention Facility Administrator

\*\*Position description and requirements listed on attached pages.

**HILL COUNTY**  
**POSITION DESCRIPTION**  
**DECEMBER 2016**

**POSITION:** Detention Officer

**DEPARTMENT:** Hill County Sheriff's Office

**ACCOUNTABLE TO:** Detention Facility Administrator, Sheriff or Undersheriff

**SUMMARY OF WORK:** Provides for the needs, safety, and security of inmates within the detention center that are awaiting court proceedings or serving a jail sentence.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring attention to accuracy and the environment to avoid difficult situations. Position works with inmates and is exposed to hazards of working with dangerous persons who may be aggressive and hostile. Position must follow policy and procedures to avoid incidents and legal action. May be exposed to communicable diseases. Position requires ability to work rotating shifts including weekends, nights, and holidays; position occasionally works alone. Maintains confidentiality of sensitive information.

**Personal Contacts:** Daily contacts with inmates, the public, and other officers.

**Supervision Received:** Supervision from the Detention Center Administrator, Sheriff and Undersheriff as need arises.

**Essential Functions:** Position requires ability to communicate orally and in writing; visually inspect premises; record information; operate electric/mechanical doors and locks; use fingerprinting equipment; photograph; cook; do laundry; file; type; operate a computer; prepare short reports; transport inmates; physically restrain an inmate if needed.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Provides for security and safety of inmates within the detention center.
- Files and preserves all commitments by which inmates are incarcerated.
- Accepts inmates; evaluates and seeks medical treatment if needed.
- Books prisoners; searches prisoners and safeguards any inmate property or money.
- Fingerprints and photographs each inmate.
- Issues bedding, facility clothing and some personal toilet articles.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively provides for health, security and safety of inmates at Detention Center.
- Maintains accurate records of each inmate.
- Maintains confidentiality of sensitive information.
- Follows established policies and procedures in processing and dealing with inmates.
- Effectively performs janitorial, commissary, food, and laundry services as directed.
- Is able to work rotating shifts.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.