



HAYS COUNTY JOB POSTING

Job Title	Corrections Officer	Job Number	618-0605-100115
Department Head	Sheriff	Date Open	October 1, 2015
Salary Range Minimum	\$3,003.00 Monthly	Application Deadline	Open Until Filled

This permanent posting allows the department to maintain a pool of applicants from which future vacancies will be filled. Applicants should be aware that there may or may not be a vacancy at the time applications are submitted.

Applicants must be over the age of 21 and able to work any shift, holidays and weekends.

Individuals in this position serve at the pleasure of the current elected official

Education and Skill Requirements

- High School diploma or GED
- Any combination of education and experience equivalent to the required education, experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job
- Experience in corrections preferred

Other Qualifications, Certificates, Licenses, Registrations

- Licensed TCOLE Basic Jailer must be obtained within one year of hire date in position
- Ability to maintain continuing education requirements as outlined by TCOLE.
- Class C TX driver's license

Required Skill

- Professional skill in interacting with inmates in a proactive, non-judgmental manner.
- Proficient skill in establishing and maintaining effective working relationships with supervisors, co-workers, inmates and the public.
- Exceptional skill in following oral and written instructions.
- Exceptional skill in observing the actions of others and forecasting those actions into future behaviors.
- Exceptional skill in oral communications for administrative and technical purposes.
- Exceptional skill in maintaining a calm and confident attitude during emergency, stressful or critical incident situations.
- General computer skills.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in negotiating and persuading individuals.
- Exceptional skill in interacting with individuals from all socio-economic backgrounds.
- Exceptional skill in demonstrating competency with Sheriff's Office firearms.

Requisition Notes

Under administrative supervision, the Corrections Officer performs duties to ensure the safety and security of all inmates and staff in the jail facility. This position maintains that level of security while conducting the operations of the jail at the County Sheriff's office. This position affects the operation of the department as well as the well-being of inmates, county employees and the public. The work involves addressing a variety of problems and situations.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history and drivers' license checks, if applicable. For more information call 512-393-7788.

In order to be considered for this job a completed Hays County Sheriff's Office Application form must be submitted to Hays County Sheriff's Office, 1307 Uhland Road, San Marcos, TX 78666. Applications are available at Hays County Sheriff's Office, 1307 Uhland Rd, San Marcos, Texas 78666 or at the County's website: www.co.hays.tx.us.