



SHERIFF

FORT BEND COUNTY



Vacancy Notice – Detention Bureau

Detention Officer Civilian - Female Applicants Only

ID 2016-2521	Job Code 16-314	Job Location Richmond, Texas	Category Sheriff's Office
Min Start Salary \$1,216.80/Bi-weekly (\$15.21/Hour)		Max Start Salary \$1,398.40/Bi-weekly (\$17.48/Hour)	

Application Method:

Go to www.fortbendcounty.jobs, click Search/Apply for a Job, and select the search category for Sheriff's Office. Upon completing the online application, report to Sheriff's Office Personnel located at 1521 Eugene Heimann Circle, Suite 144 in Richmond, Texas for further instructions. Personnel Office hours are Monday – Friday from 7:30AM – 4:30PM.

Overview:

Ensures the safety of inmates while in the care, custody, and control of County Sheriff. Participates in planning of programs, policies or objectives for own work group and department.

Responsibilities:

Performs hourly inspections of detention area including, but not limited to, catwalks, separations, and hallway areas to maintain security. Maintains order within detention area; Supervises daily activities of inmates to ensure safety and health. Verifies records and identification of inmates being released and/or booked. Performs shakedown of inmates and cells as needed on a non-scheduled but regular basis. Supervises work details and monitors progress. Verifies arrest documents before accepting prisoners and must be aware of various grades of offenses. Monitors programs and activities where inmates interact with outside professionals. Assist other agencies with in-house computer systems during booking and with incoming inmates who may be violent. Performs upkeep of fire-life safety equipment. Operates mechanical security devices. Maintains records on activities, incidents, shakedowns and other functions as required. Supervises feeding and hygiene of inmates. Signs for and is held financially accountable for equipment issued. Assists other employees with their duties. Functions as in-house bailiff for justice of the peace/magistrate. Maintains count of inmates and monitors visitation. Enforces rules and regulations of jail and writes reports for disciplinary action charges. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Qualifications:

Must be a United States Citizen; 18 years of age or older. High school diploma or GED. No previous experience required. Good organizational skills; interpersonal skills and ability to deal effectively with the public and other employees; ability to complete assigned projects in a timely manner. Valid Texas Driver's License; Basic Jailer Certification to be obtained within first year of employment. Must be eligible for licensing by TCOLE. Ability to work rotating shifts. Must be Female.

CLOSING DATE: Open until filled

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

Fort Bend County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin or any other reason protected by law.