

Job Title	Corrections Specialist
Salary	\$19.26 - \$21.05 Hourly \$3,338.58 - \$3,648.16 Monthly \$40,063.00 - \$43,777.92 Annually
Job Type	Full-Time Regular
Location	810 South Stagecoach Trail, San Marcos, Texas
Department	Sheriff's Office

Description Benefits

[LINK](#)

This Required Form must be UPLOADED into your application in the Attachments Section as the HCSO Required Forms when applying for a Sheriff's Office position

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under minimal supervision, performs highly responsible work in coordinating and carrying out responsibilities involving inmate incarceration and release. Makes independent decisions, organizes and prioritizes workload and performs detailed and complex legal procedures associated with the receipt, review and processing of court documents and the review of criminal histories, intake assessments and jail behavior to assign safe and secure inmate housing. Accepts and processes bonds, fines and cash releases. Processes jail records for retention and subpoenas. Conducts daily coordination with all legal entities involved with inmate incarceration. Incumbents perform complex and advanced decision making without supervision on matters of release of inmate charges. This classification may require work in secure facilities. This position must have a strong work ethic. The Specialist must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

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

Responsibilities:

- Receives office visitors and telephone calls while answering routine inquires and screens calls or callers

- Takes messages and refers to appropriate County Sheriff's staff
- Sorts and files forms, reports, correspondence and related documents
- Schedules appointments for the Sheriff's department
- Attends meetings for and reports to supervisory personnel
- Conducts research related to the specific case or situation
- Analyzes complex data
- Prepares documents for filing
- Prepares files
- Examines letters, forms, documents or reports for accuracy and reports for discrepancies to supervisor
- Maintains departmental records and files
- Codes, tabulates and assembles statistical and related data
- Gathers, collates, classifies and posts information to assigned department records and computer system
- Coordinates access into, within and out of the complex. Answers telephone and relays information between buildings, supervisors, officers and the general public
- Collects fees and maintains fee collection records
- Types standard forms, letters and other materials from rough draft and dictating equipment
- Assists with data entry as needed into the assigned computer system
- Operates office machines including photocopier, fax, calculator, computer, and adding machine
- Enters information into computer system and drafts correspondence using computer software Performs administrative duties, such as filing, photocopying, answering phones and data entry
- Completes the data entry for the booking process to include: completing paperwork and taking all property, including clothes and money to be held while in custody. Maintains accurate inventory and account of inmate property and money when they are detained. Returns appropriate belongings, such as money or clothing, to inmates when released
- Picks up, sorts and delivers inmate mail, written materials and supplies to various locations
- Requisitions supplies and maintains various inventory and records
- Schedules appointments and keeps calendars
- Assures the services delivered meet quality and timeliness standards
- Communicates all changes and problems to supervisor
- Requires the employee to be able to render credible testimony in any court proceeding to include Justice Courts, County Courts, District Courts and any U.S. Federal Court
- Performs other duties as assigned

Education and/or Experience:

High School diploma or G.E.D. AND up to one (1) year experience in corrections, security or computer operations is preferred; OR, Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Other Qualifications, Certificates, Licenses, Registrations:

- Class C TX driver's license
- Bilingual preferred. (Spanish and English)
- Notary Public may be required
- TCIC/NCIC Certification must be obtained as soon as practicable
- Must complete a 40-hour basic adult correctional training course within one (1) year of employment