

# Nueces County Sheriff's Office

## Job Description

### CAPTAIN (CORRECTIONS)

**Salary = \$29.59/hr. (\$61,541.48 annual)**

**Longevity & Seniority Pay = (Based on Nueces County Years of Service)**

**Certification Pay = Jailer License (\$900 - \$1,500/annually) Intermediate – Master**

**Peace Officer (\$700 - \$ 2,200/annually) Basic – Master**

#### **Benefits include:**

- **Access to health insurance, life insurance, dental plan, disability insurance.**
- **13 Paid Holidays.**
- **Paid sick/vacation.**
- **Retirement plans, (Texas County and District Retirement System), voluntary 457b deferred compensation plan.**
- **Tuition reimbursement.**
- **Assigned county vehicle.**
- **Assigned county cell phone.**

**SUMMARY** Directs the activities of one of the county's correctional facilities, including responsibility for inmate safety, personnel management, facilities management, operations and compliance with applicable codes and regulations. The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Other duties may be assigned.

Assists in planning the development and deployment of resources.

Supervises, inspects, and evaluates the operations of the facility and associated services.

Ensures that jail operations comply with established legal standards.

Monitors facility and programs for security, safety and compliance with state and court-ordered standards.

Arranges for and oversees necessary repairs to the facility.

Develops task statements, performance standards and evaluates employees' performance.

Recommends transfer, promotion, and discipline of jail employees.

Manages and supervises staff, including training and certification (where applicable) of new employees and in-service staff development.

Prepares and implements work schedules and approves leaves.

Confers with officers regularly regarding rules, policies, procedures, and problem resolution.

Reviews incident and activity reports prepared by jail staff and follows up as required.

Monitors and manages jail populations.

Handles inmate complaints and grievances.

Establishes and oversees visiting procedures.

Hears and acts on prisoner complaints, inquiries, and grievances.

Oversees prisoner transportation and may transport prisoners.

Oversees inmate booking and release activities.

Determines the need for and orders equipment and supplies for the facility.

Performs clerical activities such as typing and filing of reports.

Oversees inmate Commissary Department and laundry operations.

Required to be on call at least one week a month.

**SUPERVISORY RESPONSIBILITIES** Manages Lieutenants, Sergeants and Supervisors who work on four different shifts. A total of 32 Correctional Officers and an assortment of clerical personnel work during each shift. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree (B.A.) from four-year college or university in criminal justice or a related field plus four years of supervisory experience in a correctional setting; or two years of college plus six years of responsible supervisory experience in a correctional setting, supplemented by courses in criminology and supervision; or any equivalent combination of relevant experience and training which provides the required knowledge, skills, and abilities.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed as a Jailer, basic or above by the Texas Commission on Law Enforcement **required**. Licensed as a Texas Peace Officer (preferred, but not required). Texas Driver's License.

#### **OTHER SKILLS AND ABILITIES**

Ability to effectively plan, organize and direct the personnel and operations of a major corrections facility. Skills in effective decision making, problem solving and in dealing with emergencies. Knowledge of corrections law and jail standards. Ability

to establish and implement policies and procedures. Ability to supervise and motivate employees. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with other county employees, officials, and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employees are required to observe large areas with numerous things happening at the same time.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee occasionally works in precarious places and in outside weather conditions and is occasionally exposed to vibration. The noise level in the work environment is usually moderate. Employees may be exposed to body fluids, body odors, body lice, infectious diseases and respiratory hazards while performing supervisory duties.

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