

## **Job Description: CORRECTIONS OFFICER/SHIFT SUPERVISOR**

**CLASS NO.** 1053

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 115

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility or program; monitors prisoners' activities; and maintains necessary records.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Jail Administrator.
2. Directs: Corrections Officers.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

- Supervises all activities and personnel on assigned shift;
- Photographs and fingerprints new inmates;
- Conducts inspections, shakedowns, and inmate searches;
- Prepares arraignment sheets and issues court dates;
- Completes, checks, and processes official papers and documents;
- Ensures that all inmate information is entered into computer;
- Conducts safety inspections and inspections of fire exits and equipment;
- Assist medical staff with distributing medications to inmates;
- Maintains and updates records on inmates, including personal history and medical records;
- Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1053 (Continued)**

Conducts head counts of inmates;

Maintains inventory of jail supplies;

Serves or supervises the serving of meals to inmates;

Ensures officers leave arrest reports and tickets;

Supervises work performed by inmates;

Collects fines for offenses committed;

Assists with the personal needs of inmates, such as telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary;

Receives and deposits money for commissary accounts;

Monitors and assists visitors and maintains visitor lists;

Conducts and supervises recreational programs for inmates, including overseeing religious services;

Assists with warrants;

Serves as Bailiff in Justice of the Peace Court when necessary;

Assists dispatch with calls when necessary, including answering Crime Stoppers calls;

Keeps records of incidents and activities during shift;

Trains new officers in procedural aspects of job;

Assists with warrants and researches records for Deputies and/or Detectives;

Confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners;

Dresses out inmates and put them in their cells; and

**Other Important Duties\***

May be assigned to transportation and court security duties; and

Performs such other duties as may be assigned.

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1053 (Continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

*Ability to:* train, supervise, motivate, and evaluate staff; understand and follow oral instructions; write clear and concise reports; maintain complete records as required; establish and maintain effective working relationships with other county employees and officials, inmates, and the general public; and maintain appropriate necessary certifications.

*Other:* may be required to translate between Spanish and English.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation and one year of corrections experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education.

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standard and Education may be preferred for some positions.