

JOB ANNOUNCEMENT

THE POLK COUNTY HUMAN RESOURCES OFFICE IS NOW ACCEPTING
APPLICATIONS FOR THE POSITION DESCRIBED BELOW:
POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: ONE (1) FULL-TIME CORRECTION OFFICER/SHIFT SUPERVISOR POLK COUNTY JAIL

GENERAL STATEMENT OF DUTIES:

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.

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.

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

APPLICATIONS WILL BE TAKEN ON TUESDAY, FEBRUARY 26, 2019 UNTIL FILLED ON THE OFFICIAL FORM. APPLICATION FORMS OR ADDITIONAL INFORMATION CAN BE OBTAINED BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. BY CONTACTING:

**POLK COUNTY HUMAN RESOURCES
602 EAST CHURCH STREET, STE. 105
LIVINGSTON, TEXAS 77351
PHONE: (936) 327-6802 * FAX: (936) 327-6879
OR www.co.polk.tx.us UNDER JOB POSTINGS**

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