

## **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: TWO (2) FULL-TIME CORRECTIONS OFFICERS 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:* 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, Texas Driver's License applicable to job responsibilities, good driving record, and ability to intervene and resolve crisis situations such as fights and medical emergencies, including physical restraint of inmates. Must have some warrant training and able to run a computer.

#### **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.

#### **REQUIRED CERTIFICATES AND LICENSES:**

**Basic Certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license. Certificate 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 FROM WEDNESDAY, SEPTEMBER 5, 2018 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](http://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.