

## **JAILER JOB POSTING**

**STARTING PAY:** \$17.88/hour; \$37,190/year; after first year: \$18.31/hour; \$38,092/year (base pay)

**JOB SUMMARY:** Provides custodial care necessary for the security and well-being of inmates confined in the Hill County Jail. Work is performed under the general supervision of a Sergeant, Lieutenant, or Captain. Has successfully completed the HCSO field training program for Jailers and has obtained TCOLE Basic Jailer license.

**TO APPLY:** Go to <https://www.co.hill.tx.us/page/hill.Jobs.Openings> and download the "Sheriff's Office Employment Application." The applicant must fill out by hand and deliver the completed PHS to HCSO located at 406 Hall Street, Hillsboro, TX.

### **DUTIES & RESPONSIBILITIES:**

- prepare inmates for transport to court appearances;
- process new inmates,
- assist victim's advocates,
- supervise inmate visitation,
- distribute food to inmates,
- conduct security checks,
- oversee inmate sentence calculation and releases by reviewing court commitments,
- handle control room operations,
- review and verify inmates trust fund accounts,
- regular and punctual attendance is required.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places;
- Make independent judgments and adopt quick, effective, and responsible courses of action at any time;
- Prepare clear and comprehensive reports;
- Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Possess and maintain a cooperative and positive attitude;
- Required to occasionally work overtime – may include weekends and evenings;
- Required to be bondable under the Sheriff's Official Bond;
- Required to participate in continuing education courses.

### **REQUIREMENTS:**

- Be at least 18 years of age
- Be a citizen of the United States
- Possess a High School Diploma or equivalent
- Possess a valid state driver's license and have a good driving record.
- Must be able to obtain the Texas Commission on Law Enforcement (TCOLE) County Jailer Certification within twelve (12) months after hire date (paid for by Hill County).
- Must be able to perform defense tactics against individuals and frequently interact with hostile/combatative people. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of both interior and exterior stairs.
- Ability to work various shifts, weekends and holidays
- Must have the knowledge necessary to understand basic operational, technical, and office processes;

- Must be of good moral character
- Candidates will be expected to participate in and pass a medical examination including drug testing.
- All personnel shall complete a minimum 12 month new-hire probationary period

**BENEFITS & PERKS:**

- Certification/Education Pay; monthly stipend available upon hire.
- Specialized Skills Pay: monthly stipends available up to \$300/month/employee
- Longevity Pay after completion of three years of service.
- PTO (Paid Time Off): Accrued 6.81 hours per pay period
- 13 paid holidays observed per year
- FREE employee medical, dental and life insurance
- 12-hour shifts with every other weekend off
- Uniforms and equipment, including vest, sidearm, leather gear and a cell phone are provided.
- Hill County is a member of Texas County & District Retirement System (TCDRS).
- 7% of your gross wages per pay period are contributed and matched 2 to 1 by the County
- Vesting requirement is 8 years of continued service.