



HAYS COUNTY JOB POSTING

Job Title	Correction Officer	Job Number	618-0605-020121
Department Head	Hays County Sheriff	Date Open	February 01, 2021
Salary Range Minimum	\$3,612.70 Monthly	Application Deadline	Until Filled

This permanent posting allows the department to maintain a pool of applicants from which future vacancies will be filled.

Applicants should be aware that there may or may not be a vacancy at the time applications are submitted.

Applicants must be over the age of 21 and able to work any shift, holidays and weekends.

Applicants will be subject to pre-interview testing.

In order to be considered for this job a completed HCSO Application form must be submitted to **HCSO**

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Sheriff's office
- Request PDF forms from sandra.galvan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX 78666
- Fax: 512-393-7879
- Email: sandra.galvan@co.hays.tx.us

For more information about this job or the application process call 512-393-7788.

Education and/or Experience

- High School diploma or GED
- Any combination of education and experience equivalent to the required education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job
- Experience in corrections preferred

Other Qualifications, Certificates, Licenses, Registrations

- Licensed TCOLE Basic Jailer must be obtained within one year of hire date in position
- Ability to maintain continuing education requirements as outlined by TCOLE
- Class C TX driver's license
- Must be 21 years of age
- Must pass typing test at 15 WPM

Required Skills

- Professional skill in interacting with inmates in a proactive, non-judgmental manner
- Proficient skill in establishing and maintaining effective working relationships with supervisors, co-workers, inmates and the public
- Exceptional skill in following oral and written instructions
- Exceptional skill in observing the actions of others and forecasting those actions into future behaviors
- Exceptional skill in oral communications for administrative and technical purposes
- Exceptional skill in maintaining a calm and confident attitude during emergency, stressful or critical incident situations
- Exceptional skill in demonstrating competency with Sheriff's Office firearms
- General computer skills
- General organizational skills
- General skill in expressing oneself clearly and concisely, both orally and in writing
- General skill in negotiating and persuading individuals
- Exceptional skill in interacting with individuals from all socio-economic backgrounds

Summary

Under administrative supervision, the Corrections Officer performs duties to ensure the safety and security of all inmates and staff in the jail facility. This position maintains that level of security while conducting the operations of the jail at the County Sheriff's Office. This position affects the operation of the Sheriff's Office as well as the wellbeing of inmates, county employees and the public. The work involves addressing a variety of problems and situations. The Corrections officer must have a strong work ethic. The Corrections Officer must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude and have a proper attitude.

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

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.