



## HAYS COUNTY JOB POSTING

Job Title	Correction Specialist	Job Number	618-0606-010421
Department Head	Hays County Sheriff	Date Open	January 04, 2021
Salary Range Minimum	\$2,634.28 Monthly	Application Deadline	Until Filled

In order to be considered for this job a completed Hays County Sheriff's Office Application form must be submitted to Hays County Sheriff's Office

**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](mailto: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](mailto:sandra.galvan@co.hays.tx.us)

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

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### Education and/or Experience

- High School diploma or G.E.D. AND up to one (1) year experience in corrections, security or computer operations is preferred; OR,
- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

### Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's license
- Bilingual preferred. (Spanish and English)
- Notary Public may be required
- TCIC/NCIC Certification must be obtained as soon as practicable
- Must complete a 40-hour basic adult correctional training course within one (1) year of employment

### Required Skills

- Receives office visitors and telephone calls while answering routine inquires and screens calls or callers
- Attends meetings for and reports to supervisory personnel
- Conducts research related to the specific case or situation
- Analyzes complex data
- Picks up, sorts and delivers inmate mail, written materials and supplies to various locations
- Requisitions supplies and maintains various inventory and records
- Schedules appointments and keeps calendars
- Analyzing legal documents
- Coordinating the review and processing of legal documents
- Communicating with attorneys or judges related to case information

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### **Summary**

Under minimal supervision, performs highly responsible work in coordinating and carrying out responsibilities involving inmate incarceration and release. Makes independent decisions, organizes and prioritizes workload and performs detailed and complex legal procedures associated with the receipt, review and processing of court documents and the review of criminal histories, intake assessments and jail behavior to assign safe and secure inmate housing. Accepts and processes bonds, fines and cash releases. Processes jail records for retention and subpoenas. Conducts daily coordination with all legal entities involved with inmate incarceration. Incumbents perform complex and advanced decision making without supervision on matters of release of inmate charges. This classification may require work in secure facilities. This position must have a strong work ethic. The Specialist 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.**

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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.**