

## **Job Description: INMATE WORK SUPERVISOR**

**CLASS NO.** 215

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 114

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Provides corrections services involving the health, safety, and security of inmates and the public in public settings and corrections facility; and directing inmate work crews as needed for cleaning areas for the Road & Bridge administration and special projects as needed. Monitors prisoners' activities; and maintains necessary records.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Jail Administrator.
2. Directs: Inmates.
3. Other: Works closely with other departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Supervises all inmates while in public setting and in a correctional facility;

Works with the Road & Bridge Administration to ascertain completion of projects;

Works with all departments and public supervising inmates on special projects;

Supervises work performed by inmates in a public setting and correctional facility;

Photographs and fingerprints new inmates;

Conducts inspections, shakedowns, and inmate searches;

Completes, checks, and processes official papers and documents;

Conducts safety inspections and inspections of fire exits and equipment;

Assists medical staff with distributing medications to inmates;

Maintains and updates records on inmates, including personal history and medical records;

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

09/18

**CLASS NO. 215 (Continued)**

Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

Conducts head counts of inmates;

Maintains inventory of jail supplies;

Serves or supervises the serving of meals to inmates;

Assists with personal needs of inmates, such as telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary;

Monitors and assists visitors and maintains visitor lists;

Conducts and supervises recreational programs for inmates, including overseeing religious services;

Assists with warrants;

Assists dispatch with calls when necessary, including answering Crime Stoppers calls;

Keeps records of incidents and activities during shift;

Assists with warrants and researches records for deputies and/or Detectives;

Confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners;

Dresses out inmates and put them in their cells; and

Other Important Duties\*

May be assigned to transportation and court security duties; and

Performs such other duties as may be assigned.

**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.

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

**CLASS NO. 215 (Continued)**

*Other:* May be required to translate between Spanish and English.

**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 from 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 required.