



Employment Opportunity Notice

Caldwell County is currently accepting applications for the position of full-time **Correctional Officers** for the Sheriff's Office.

If you are looking for a career in law enforcement, then we have a position just for you.

Correctional Officers are responsible for supervising prisoners and provide care, safety, security while maintaining rules, regulations and cleanliness in the Caldwell County correctional facility.

ESSENTIAL DUTIES include:

- Maintains safety and security of the jail.
- Receives and secures prisoners until their release.
- Oversees and maintains area of assigned responsibility in a clean, sanitary and orderly manner.
- Hands out departmental and inmate forms as requested.
- Assist departmental medical personnel with medications.
- Under supervision, receives and approves bail bond, cash bail, and fines. Supervises inmates and approved visitors.
- Performs searches of inmates.
- Posts, maintains, and enforces jail rules regulating inmate conduct.
- Observes inmates and maintains alertness, continuously, to detect, deter, or prevent self-destructive or criminal behaviors.
- Works effectively with peers and other County employees.
- Facilitates smooth transition of shifts through briefings and oral/written communication
- Maintains uniforms and equipment and meets departmental standards at all times.
- Readily complies with departmental and county-wide policies and procedures.
- Performs related special projects as assigned.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Caldwell County Sheriff's Office.

The ideal candidate must:

- Be available to work shift schedules
- Be career minded
- Be at least 21 years of age
- Have a high school diploma or G.E.D.
- Have clean record (no criminal history)
- Be a flexible team player
- Be dependable
- Uphold a high level of confidentiality

The annual salary for this position will be up to \$34,411.00 depending on experience. Full-time positions receive full County benefits. The comprehensive benefit package includes: overtime pay, holiday pay, retirement, longevity pay, vacation and insurance.

Applications are available at the Sheriff's Office (1204 Reed Drive in Lockhart), on the 3rd floor of the County Courthouse in Lockhart, outside the Human Resources Department, or via our website at www.co.caldwell.tx.us. Application submitted **MUST be completed on the SHERIFF'S OFFICE APPLICATION FORM**. Please make sure to read the instructions carefully. Please attach copies of diploma/GED, proof of citizenship and any certifications you may have.

Applications will be accepted until the position is filled.

Upon acceptance of your application, you will be scheduled for an entry level examination. An extensive background check will follow and the third phase of the process will be interview(s).

You must successfully pass a psychological test and drug screen.

If you have any questions, please contact Human Resources at 512.398.4108 or Chief Deputy Mike Lane at 512-398-6777 ext. 4502

Caldwell County is an Equal Opportunity Employer