



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
PHONE 903-729-6068 FAX 903-729-3022



Job Vacancy Announcement

1/1/2021

Position: Jailer - Full-Time

Open until filled

SALARY: Current- \$33,075.00 Annually (5% increase effective 01-01-2022). TCOLE certification pay. Step pay (\$3,000) after 5 years of service. Paid overtime and holidays.

Summary of Position: Performs correctional work involving the care and custody of offenders. Work involves training in officer and offender relations, security, and corrections management.

Essential Duties:

- Participates in the care and custody of offenders in adherence to correctional laws, rules, regulations, and established procedures.
- Performs searches of buildings, dormitories, and cellblocks for contraband and performs searches of offenders.
- Oversees and controls offender movement within buildings or specific areas.
- Prepares and maintains records, forms, and reports.
- Assists in responding to emergency situations, searching for escaped offenders, and transporting offenders.
- Performs related work as assigned by Sheriff.

A Job profile is not a comprehensive job description.

REQUIREMENTS: High School diploma or GED is required. Must be 18 at time of employment and have a valid Texas driver's license. Must pass criminal history background check, drug screen, physical and psychological examination.

Applications mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab.

Available Mon. – Fri., 8A – 5P at 1200 E. Lacy St., Palestine, TX 75801.