



# 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](http://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.