

**Llano County  
Employment Opportunity  
Corrections Officer  
\$36,379**

Llano County is seeking candidates for the position of Corrections Officer under the direction of the Jail Supervisor to assist in operations of the Llano County Jail. Responsibilities and duties include but not limited to; overseeing, monitoring and documenting prisoner behavior and activities, enforcing jail rules and ensuring the safety of all those imprisoned, working within the confines of the jail and Texas Department of Jail Standards policies and procedures. Must be able to work as a team representing the Llano County Jail.

Job Location: Llano County Law Enforcement Center, 2001 N. Hwy. 16, Llano TX 78643  
Job open until filled

**Benefits include: Health & dental, Retirement, Vacation, Sick and Holiday Pay**

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please the Sheriff's Office @325-247-5767.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Corrections Officer**

**Base: J6**

**FLSA: Non-Exempt**

**Department: Sheriff**

**EEO: 04 Protective Service**

**Reports To: Jail Supervisor**

### **Summary:**

This is a non-exempt full-time position under the direction of the Jail Supervisor to assist in the operations of the Llano County Jail. Responsibilities and duties include but not limited to; overseeing, monitoring and documenting prisoner behavior and activities, enforcing jail rules and ensuring the safety of all those imprisoned, working within the confines of the jail and Texas Department of Jail Standards policies and procedures. Must be able to work as a team representing the Llano County Jail.

### **Essential Duties and Responsibilities:**

- Follow and enforce all jail rules, internal policies and regulations
- Observe, monitor and document prisoner behavior, health and activities and quell or report any disturbances or potential, threatening issues to the Jail Supervisor, Sheriff and or Chief Deputy.
- Prisoner transport
- Conduct personal, building and cell searches
- Classification of inmates
- Book prisoners
- Supervise trustees
- Ability to use physical force to break up altercations; restrain disorderly individuals
- Other duties as assigned

### **Qualification Requirements:**

- Must be over (18) eighteen years old
- US citizen or permanent resident
- Strong work ethic and people skills
- A valid Texas drivers' license
- Pass a background check (with no felony convictions)
- Pass a drug and psychological test

### **Education, Certificates, and Licenses:**

- High School Diploma or GED
- Required to pass a jailer certification class within the first year of employment

### **Physical Demands and Work Environment:**

- Physical stamina and ability to work in a stressful, potentially dangerous environment
- Must be able to lift (30) thirty pounds
- Work nights, weekends and holidays

**Primary Tools and Equipment use**

- Restraints
- OC spray
- Computer, printers, phone
- County vehicles

*This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

**Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

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Employee's Signature

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Date