

**CASS COUNTY, TEXAS  
POSITION VACANCY  
PLEASE POST**

<b>Job Title:</b> JAILER		<b>Job Announcement Number:</b> SOJ 20-0003	
<b>Department:</b> CASS COUNTY JAIL	<b>Salary:</b> 13.87/HR	<b>Position Type:</b> Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> FLSA Non- Exempt; Position is for a Female Jailer			

<b>POSITION DESCRIPTION</b>
<p><b>Summary Statement of Work Performed:</b> Detention officers provide supervision of inmates at the Cass County Jail including, but not limited to, hourly checks on inmate welfare, distribution of prescribed medications, distribution of meals, pickup and delivery of inmate laundry, supervision of inmate recreation time and searching newly booked and work release inmates. Must be able to follow set procedures for booking and releasing inmates. Must be able to keep accurate records, both with and without aid of the computer. The jail is staffed 24 hours a day and Detention Officers must be able to work shifts.</p>
<b>POSITION SPECIFICATIONS</b>
<p><b>Education:</b> High School Graduate or Equivalent</p> <p><b>Personal Job-Related Skills:</b> Must be able to type. Some computer skills helpful but not necessary, as department will train new employees. Must be able to communicate well with both inmates and the general public in sometimes stressful situations.</p> <p><b>Licensure, Registry or Certification:</b> State Jail License preferred</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>1. <b>Prior Work Experience:</b> Previous experience as a Detention Officer is preferred.</li>   <li>2. <b>Technical Training:</b> None required</li> </ol> <p><b>Physical and Mental Requirements:</b> Must be able to work in the closed environment of the Jail. Position requires considerable walking and standing. Frequent bending, stooping and reaching are required, along with some lifting. Must be able to deal effectively with stress. Must be able to follow standard operating procedures, Jail Standard Guidelines, and written and oral instructions from supervisors.</p>

<p>An official Cass County Application must be received by Cass County Treasurer Donna Early, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p style="text-align: center;"><b>UNTIL FILLED</b></p>	<p style="text-align: center;"><b>HOW TO MAKE APPLICATION</b></p> <p style="text-align: center;"><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;"><b>EQUAL OPPORTUNITY EMPLOYER</b></p>
<p>Resumes without an application form will not be accepted</p>	<p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>