

## EMPLOYMENT NOTICE

**JOB TITLE:           CORRECTIONS OFFICER**  
**DEPARTMENT:       BURNET COUNTY JAIL**  
**LOCATION:            BURNET COUNTY JAIL**  
**SALARY:             BASED ON CERTIFICATIONS**

### **GENERAL STATEMENT OF DUTIES:**

This position will supervise inmates who are confined 24 hours a day, seven days a week in the Burnet County Jail system to ensure the safe keeping of all inmate property and maintain care for all persons in the custody of the Sheriff. This position may also perform basic administrative duties to arrange and coordinate the surrender and transfer to Burnet County Texas of individuals accused or convicted of offenses outside the territory of the asylum state and within the territorial jurisdiction of Texas. This position description applies to all BCSO Corrections Officer positions and functions.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have communication skills both oral and written, basic computer skills and knowledge security procedures.

### **EDUCATION REQUIREMENTS:**

High School diploma or equivalent required. Minimum of 18 years of age.

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Must have (or obtain within 12 months) a TCOLE Jailers License. Must possess a valid Texas Driver's License and/or obtain a license within 30 days. Preference given to licensed individuals.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this position, the incumbent is regularly required to stand frequently, sit, twist the upper body, lift, stoop, walk, run on occasion, and strenuously climb stairs or ladders. Must be able to exert physical force when necessary. May be exposed to extreme noise levels. Occasional exposure to communicable diseases. Possible riots and escape. Subjected to verbal and physical abuse. Must be willing to work overtime, weekends, holidays, rotating shifts, evenings and nights.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 a.m. and 5:00 p.m. from the Burnet County Courthouse, 220 S Pierce, Burnet, TX or at the Annex on the Square, 133 E. Jackson or downloaded at [www.burnetcountytexas.org](http://www.burnetcountytexas.org). Completed applications will be accepted in the Human Resources Office, located at the Annex across the street from the Courthouse.