

## Overview: (Jailer)

Ensures the safety of inmates while in the care, custody, and control of County Sheriff. Performs required inspections of detention area including, but not limited to, catwalks, separations, and hallway areas to maintain security. Maintains order within detention area; Supervises daily activities of inmates to ensure safety and health. Verifies records and identification of inmates being released and/or booked. Performs shakedown of inmates and cells as needed on a non-scheduled but regular basis. Supervises work details and monitors progress. Verifies arrest documents before accepting prisoners and must be aware of various grades of offenses. Monitors programs and activities where inmates interact with outside professionals. Assist other agencies with in-house computer systems during booking and with incoming inmates who may be violent. Performs upkeep of fire-life safety equipment Operates mechanical security devices. Maintains records on activities, incidents, shakedowns and other functions as required. Supervises feeding and hygiene of inmates. Assists other employees with their duties. Functions as in-house bailiff for justice of the peace/magistrate. Maintains count of inmates and monitors visitation. Enforces rules and regulations of jail and writes reports for disciplinary action charges. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Performs other duties as assigned.

## Qualifications:

Must be a United States Citizen; 18 years of age or older. High school diploma or GED. No previous experience required. Good organizational skills; interpersonal skills and ability to deal effectively with the public and other employees; ability to complete assigned projects in a timely manner. Valid Texas Driver's License; Basic Jailer Certification to be obtained within first year of employment. Must be eligible for licensing by TCOLE. Ability to work assigned shift.

Applications can be picked up in person at the Matagorda County Sheriff's Office located at 2308 Ave F, Bay City TX. 77414, Monday thru Friday 0800-1700 excluding holidays. Prior to returning the application ensure you have all of the required documentation and the application is notarized in advance.