



## **JOB OPPORTUNITY ANNOUNCEMENT**

Date: Wednesday, October 23, 2024

Position: Correction Officer

Duties:

- Housing and care for approximately 70 inmates
- Work closely with inmates in their living quarters and monitor daily activities
- Escort inmates to court hearings, health clinics and to other jail or prison facilities
- Distribute supplies to inmates and ensure they get proper care and protection while in custody
- Maintain jail records and reports

Requirements:

- Equivalent to high school diploma
- Good writing skills to create clear and accurate reports
- Strong verbal communication skills to interact with inmates and coworkers
- Leadership qualities to maintain order and control
- Ability to work 12 hour shifts or longer, with rotating days off
- Sound judgement skills and ability to make good decisions in high stress situations
- Previous law enforcement or military experience desired
- Correction officer certification or ability to obtain required
- Good moral character and physical condition
- Subject to background check

Salary: \$20.39 to \$23.24 per hour, depending upon experience

Contact: Jail Administrator, Tara Timberlake, at 361-782-3371 or pick up application at Jackson County Sheriff's Office, 115 W. Main, Edna

Deadline: until filled

Equal Opportunity Employer