

BANDERA COUNTY  
Job Description

JOB TITLE: Jailer

PAY GRADE: 16 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To provide for a safe and secure detention facility.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Sheriff, through chain of command;
2. Directs: None

GENERAL STATEMENT OF DUTIES:

Guard and provide enforcement of facility rules and regulations, care for the well being of incarcerated inmates and observe the laws of the county, state, and the United States.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- \* Process inmates into facility, including fingerprinting and photographing;
- \* Conduct pat-down searches, inventory of personal possessions, and evaluate mental health of arrestees;
- \* Preparation, serving, and clean-up of meals when cook not on duty;
- \* Inmate laundry (pick-up, launder, and distribute) laundry consists of personals, uniforms, linens, towels and blankets;
- \* Hourly or more as needed cell checks and headcounts;
- \* Document inmate phone calls, visits, and monies received;
- \* Assist in transports, for medical, dental, mental health appointments, and court dates;
- \* Hand out medication according to doctor instructions;
- \* Supervision of inside inmates workers, at recreation times, personal visits, attorney visits, AA meetings, and church services;
- \* Perform necessary security checks within facility;
- \* Processing inmates for release.
- \* Lift 25-50LBS frequently and 50-100LBS occasionally;
- \* Regular attendance required;
- \* Perform other duties as may be assigned by supervisor.

JAIL-JAILER

Created 11/29/11, Revised 6/13/13, 6/26/14, Grade change 9/28/18, Grade Increase 10/1/23

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- \* Communication skills, both oral and written;
- \* Basic computer skills;
- \* Knowledge of security procedures.

PHYSICAL REQUIREMENTS:

- \* Ability to lift 25-50LBS frequently and 50-100LBS occasionally;
- \* Fitness level to perform job functions;
- \* Visual acuity correctable to 20/20 and normal hearing ranges;
- \* Ability to work shift hours, weekends, holidays and be on call;
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- \* High school diploma or GED equivalent;
- \* Ability to complete TCOLE certification;
- \* Texas Basic Certificate of Jail Training is required within one year of hire;
- \* A valid Texas Driver's license.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: \_\_\_\_\_  
(Printed Last, First Name, MI)

Signature of Employee: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: \_\_\_ 08-25-2023 \_\_\_\_\_  
(Date)

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