



LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

Position:	Assistant Jail Administrator
Salary:	\$50,000 - \$61,460 annually
Eligibility for Benefits:	Eligible for full time county benefits: including health and life insurance, other optional insurance coverage, retirement, vacation and personal time accrual and holidays.
Hours of Work:	Generally 40 hours per week

Position Description:

Assists with the day-to-day, efficient operation of the County jail in accordance with the appropriate laws and regulations, including housing, feeding, clothing, medical care, recreation, safety, and education of inmates. Participates in the hiring, training, and supervision of a staff of employees for the oversight of inmates.

Essential Responsibilities include:

- Assists the Jail Administrator by providing supervision and leadership to department personnel. Assists in matters of hiring and disciplinary actions; developing employee work standards, scheduling, staff motivation, serves as a training coordinator, and is responsible for the functions and duties of the Jail Administrator in his/her absence.
- Assists with budgeting by providing input regarding jail budgets, tracking budget performance, reviewing the jail budget monthly for variations, seeking revenue sources to offset expenditures and coordinating jail utilization to avoid outside boarding expenses.
- Assists with records management including filing, maintaining work schedules, timesheets, and other employee records. Reviews all activity logs and technical reports; maintains inmate records, fingerprints, and state reports for the Department of Jail Standards; classifies data per data privacy laws.
- Assists with all communications. Regularly communicates with county staff, including elected officials, judges, court staff, law enforcement, inmates, and others in the criminal justice systems and the Department of Jail Standards.
- Assists in coordination and direction of all administrative and operational activities of the jail; overall operation of the facility, performs random inspections. Maintains adequate jail supplies; prepares maintenance requisitions and secures requisition approvals. Responsible for all handling and storage of inmate property, booking/receiving and property storage processes.
- Assists with emergency response within the jail. Assumes responsibility for authorizing the use of force, chemical agents, pepper spray, or security equipment; actively leads in matters such as disturbances, medical emergencies, fire alarms and security within the facility.
- Performs other duties as assigned



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Education and Experience Requirements

- Must have a high school diploma or equivalent and five (5) years experience in corrections or law enforcement, with at least two (2) years of supervisory experience.
- Certification by Texas Commission on Law Enforcement as a jailer.

Special Requirements

- Oleoresin Capsicum (OC) Certified.
- Intermediate Jailer Certification preferred.
- Successful Completion of the Jail Administrator exam.

Knowledge, Skills and Abilities

- Ability to communicate technical information and ideas clearly and effectively both orally and in writing.
- Ability to manage multiple priorities and multiple demands to accomplish tasks.
- Ability to delegate
- Ability to understand and interpret laws, policies, and procedures related to jail operation, and take appropriate action based on those regulations and procedures.
- Ability to delegate duties and assignments in order to achieve objectives.
- Knowledge of the federal, state, and County rules, regulations, policies, and laws related to the operation of jails.
- Knowledge of the proper use of handcuffs and pepper spray.
- Knowledge of using a Standard Operating Procedures Manual.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of modern correctional practices and procedures.

Obtain Applications: Download application online at www.co.lampasas.tx.us under 'Employment Opportunities';
or pick up application in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

Submit Applications To: Human Resources Office via email:
human.resources@co.lampasas.tx.us
or in person to the Human Resource Office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

Application Deadline: Open until filled.