



# Tyler County Sheriff's Office

Sheriff Bryan Weatherford

## Job Announcement

---

<b>Division:</b>	Jail	<b>Department Head:</b>	Sheriff Bryan Weatherford
<b>Job Title:</b>	Jailer (Full-Time)	<b>Reports to:</b>	Chief Jailer
<b>Annual Salary:</b>	\$34,858.00	<b>Directs:</b>	Non-Supervisory Position
<b>Posting Date:</b>		<b>Posting Duration:</b>	Until Filled

---

### General Description

Performs intake for incarceration which includes conducting physical search, collecting and logging inventory of all personal property, recording and screening inmates of medical and personal information, fingerprinting, and entering various data in tracking system. Monitors and controls inmates' behavior while inmates are in their cells; uses reasonable force as necessary to prevent safety and health risks. Oversees the daily care of prisoners which includes distributing meals, hygiene items, medications, mail, laundry, and other necessary items as approved/required. Prepares and creates various reports regarding prisoners, jail records, and other documentation as needed. Attend court proceedings or hearings as needed which includes testifying and providing supporting documents as required.

### Shift Work Schedule

**Two Week Pay Period** - Work two days / Off two days - Work five days / Off five days (84 hours in two weeks)

### Minimum Qualifications

- Must have a high school diploma or equivalent.
- Must be at least 18 years of age.
- Must possess a valid driver's license.
- Must successfully complete the Field Training Program.
- Must successfully pass pre-employment background investigation.
- Must be willing and able to work 12 hours shifts, including evenings, nights, weekends, and holidays.
- Must be able to maintain or gain control of inmates.
- Skill in handling multiple tasks, prioritizing, and meeting deadlines.
- Skill in effective oral and written communication.
- Skill in exercising sound judgment and effective decision making.
- Ability to receive and respond positively to constructive feedback.

### Benefits

- On the Job Training and Licensing
- Paid Medical and Vision Insurance for Employee
- Affordable Medical, Dental, and Vision Insurance for Family
- Free Basic Life Insurance for Employee (2x annual salary)
- Paid Time Off (accrued 84 hours a year) / Holiday Pay (14 days a year) / Paid Sick Time (accrued 247 hrs.)
- Certificate Pay (for Advanced and Master Jailer Licenses)
- Longevity Pay (After 3 years)
- Retirement through TCDRS (190% match - 8 year vesting period)

### To Apply

For more information or completed applications contact the Tyler County Treasurer:

Tyler County Courthouse

100 West Bluff St.

Woodville, TX 75979

(409) 283-3054