

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: DETENTION OFFICER

DEPARTMENT: SHERIFF'S OFFICE

DATE POSTED: OCTOBER 2, 2018

CLOSING DATE: OPEN

BASIC QUALIFICATIONS:

1. **Must be at least 18 years of age.**
2. **High School Graduate or equivalent.**
3. **Must have valid Texas Drivers License.**
4. **Be able to successfully pass Medical, psychological and Drug Screen Testing.**
5. **Must be able to take and pass TCOLE certification.**
6. **Must not have any convictions of any Jailable Offenses.**

EXAMPLES OF JOB DUTIES:

1. **Book and release inmates.**
2. **Monitor inmates.**
3. **Handle confidential jail records.**
4. **Supervise in-house inmate work detail.**

SALARY: \$31,170.00/ANNUALLY

QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.

Rita D. Fyffe
Human Resources Director

EO/M/F/V/D

Date