



# Victoria County Sheriff's Office

## Sheriff Justin Marr

### POSITION PROFILE

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<b><u>Position Title:</u></b>	Detention Officer	<b><u>Salary:</u></b>	\$46,152-\$50,199
<b><u>Department:</u></b>	Victoria County Sheriff's Office	<b><u>Division:</u></b>	Detention Officer
<b><u>Accountable to:</u></b>	Shift Corporal	<b><u>Status:</u></b>	Non-Exempt

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#### **Primary Objectives**

Performs difficult work maintaining the safety and security of inmates. Detention Officers undertake responsibilities in upholding the safety and security of incarcerated individuals, diligently ensuring accurate intake and booking procedures for incoming inmates. Ensures the timely and orderly release of inmates in accordance with established schedules. Assumes the vital role of safeguarding and managing the care, custody, and control of inmates within the confines of Victoria County Jail.

#### **Supervision Received**

Work is performed under the general direction of the Detention Corporal.

#### **Supervision Exercised**

None.

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### **PRIMARY DUTIES AND RESPONSIBILITIES**

- To provide for the care, custody and control of inmates in the Victoria County Jail.
- Basic duties include inmate processing, maintaining order, transporting inmates conducting inmate and cell searches for contraband and enforcing facility rules.
- This position is considered "Essential Personnel", which requires being on duty to respond during emergency situations including, but not limited to, natural and /or man-made disasters.

### **MINIMUM QUALIFICATIONS**

- HS diploma or equivalent
- **18 years of age or older**
- Ability to pass a basic agility and aptitude tests
- Excellent communication skills and able to read and write the English language
- Bilingual is desirable but not a necessity
- Ability to thrive in highly stressful, sometimes emergency situations
- Willingness to work shift work, holidays, and weekends
- Possess a valid Texas Driver's License
- Ability to obtain Detention Officer certification from TCOLE

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit some of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Often
Up to 25	Often
Up to 50	Sometimes
Up to 100	Rarely
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Often
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Sometimes
Outdoor weather conditions	Sometimes
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Varies

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*