



# GALVESTON COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED  
GALVESTON COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE

<b>DEPARTMENT:</b>	Galveston County Sheriff's Office	<b>JOB GRADE:</b>	Entry Level
<b>JOB TITLE:</b>	Corrections Officer I	<b>ANNUAL SALARY:</b>	\$35,745.04
<b>LOCATION:</b>	Galveston County Jail	<b>CAREER LADDER:</b>	Yes
<b>SHIFT HOURS:</b>	12 hour shifts (6:00 AM -6:00 PM or 6:00 PM – 6:00 AM) Includes nights, weekends and holidays.		
<b>SUBMIT APPLICATION:</b>	Galveston County Sheriff's Office	<b>ADDRESS:</b>	5700 Avenue H Galveston, TX 77551
<b>PHONE:</b>	409-766-2221 409-766-2321	<b>FAX:</b>	(409) 621-7979
<b>E-MAIL:</b>	<a href="mailto:so.employment@co.galveston.tx.us">so.employment@co.galveston.tx.us</a>	<b>WEBSITE:</b>	<a href="http://www.galvestonso.com">www.galvestonso.com</a>
<b>Office Hours:</b>	Monday- Friday 8:00am -4:30 pm		

- To be considered for this position a completed Galveston County Application and supporting documents are required.
- The submission of your application to Galveston County does not guarantee an interview.
- Galveston County Recruiting will contact you directly in regards to your submitted application.

## Education, Experience and Skill Requirements

- High School / GED Certificate
- Must be at least 18 years of age
- Must be a U.S. Citizen and resident of the contiguous United States for a period of time sufficient to conduct a background investigation
- Must possess a valid Texas driver's license and an acceptable driving record as determined by the Galveston County Sheriff's Office in effect at the time of application.
- Must have favorable employment history. All information given regarding past employment will be thoroughly checked
- Must have a stable credit history.
- Must possess good computer skills and demonstrate comprehensive reading and comprehension skills
- No conviction above a Class B Misdemeanor or a Class B misdemeanor within the last 10 years nor have been on or currently on court-ordered community supervision or probation for any criminal offense
- Applicant must pass all phases of the required testing
- Must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) for the position applied for, if not presently licensed.

## Primary Job Duties

- Maintains the security of the facility by conducting security checks, settling disputes, and performing cell searches and inspections; conducts outside perimeter checks
- Preparation and proper completion in the documentation of inmate records.
- Issues inmate meals, clothing, linens, and personal items.
- Supervises inmate programs, including recreational, legal, health care, visitation and religious services.
- Prepares reports on jail and inmate activities.
- Supervises inmates performing such assignments as cleaning and maintaining the jail facility.
- Continually observes locations and activities of inmates.

Date Posted:	10/27/2014	Equal Employment Opportunity Employer
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