

## EMPLOYMENT NOTICE

**JOB TITLE:** Burnet County Jail Operations Monitor

**OFFICE:** Burnet County Sheriff's Office

**LOCATION:** Burnet County Sheriff's Office and Burnet County Jail

**SALARY:** Compensatory to experience

**GENERAL STATEMENT OF DUTIES:** The Jail Operations Monitor is an employee of the Burnet County Sheriff's Office reporting directly to the Sheriff. The Jail Operations Monitor is a key position that must work closely with the management team of the private jail facility to ensure the success of the partnership and the safe and secure operation of the jail. The Monitor shall direct all reports and recommendations to the Burnet County Sheriff and is expected to perform all activities and responsibilities with respect for and without interruption to the jail facility management staff, the jail facility's chain of command, and the policies and procedures proposed by the facility management company and approved by Burnet County Sheriff. Further, the Jail Operations Monitor is expected to accomplish the goals and objectives of the position and at all times make the best possible effort to make a positive contribution to the overall operation and management of the Burnet County Jail.

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|----------------------------------------------------------------------------------------|-----------------------------------------|
| ★ Collaborate with jail contract operator                                              | ★ Criminal investigations               |
| ★ Review daily jail logs & make recommendations                                        | ★ Booking procedures                    |
| ★ Monitor for TDCJ; TCJS; ACA standards compliance                                     | ★ MHMR Screening reviews                |
| ★ Collaborate with TDCJ Monitor                                                        | ★ Grievances – verify & investigate     |
| ★ Liaison for employees with procedural jail issues<br>(i.e. warrants, bonds, booking) | ★ Review contract modification requests |

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY:** Have the ability to work with the public in a professional manner; basic knowledge of computers; ability to establish and maintain an effective working relationship with co-workers and officials. Have a working knowledge of the Texas Commission on Jail Standards and the American Correctional Association rules and regulations. Be of strong will and determination to perform duties given.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Applicants must be at least 21 years of age and must have graduated from high school (or have GED). Previous experience in law enforcement required. Applicant must submit to an extensive background investigation.

**CERTIFICATE AND LICENSE REQUIREMENTS:** Applicant must hold an Advanced Peace Officer License.

**EQUAL EMPLOYMENT OPPORTUNITY:** Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

**APPLICATIONS:** Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Treasurer's Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications will be accepted at the Treasurer's Office until the position is filled. Qualified / Interested parties should contact Sheriff W. T. Smith at 512-756-8080.