



MONTGOMERY COUNTY JOB POSTING NOTICE

****Applications for this position will be accepted until APRIL 7, 2017****

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Montgomery County Sheriff's Office	JOB GRADE:	9
JOB TITLE:	Detention Officer (Jail)	BI-WEEKLY SALARY:	\$1,556.41
LOCATION:	Montgomery County Jail	CIVIL SERVICE:	Yes
SHIFT HOURS:	12 hour shifts (7:00am -7:00pm or 7:00pm – 7:00am) Includes nights, weekends and holidays.		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

- To be considered for this position a completed Montgomery County Application and resume are required.
- The submission of your application to Montgomery County does not guarantee an interview.
- Montgomery County Recruiting will contact you directly if they are interested in setting you up for an interview.

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 current valid Texas driver's license and proof of liability insurance with no more than 3 moving violations in the past 3 years.
- Must have favorable employment history. All information given regarding past employment will be thoroughly checked.
- Must have a stable credit history. A consumer credit report is required and must be submitted during the application process.
- Must possess good computer skills and demonstrate comprehensive reading.
- 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) if not presently licensed.
- Must attend 96 hour Jailer Certification course in order to receive Jailer License within 1 year of MCSO employment
- Must be physically able to restrain inmates if necessary
- Must possess good verbal communication skills

Primary Job Duties:

- Civilian Jailer assigned to the Montgomery County Jail
- Accurately conduct inmate head counts, door checks, strip searches, and cell inspections.
- Will be involved with the process of booking and releasing inmates.
- Involved in monitoring contraband, suicide attempts, or escape attempts
- Supervising the feeding of inmates and inmate workers.
- Other job related duties requested by the Supervisor.

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	51221-5800-1	Requisition No:	2505
Date:	3/6/2017	Equal Employment Opportunity Employer	