



**THE OFFICE OF THE SHERIFF
LEE COUNTY, TEXAS**

JOB DESCRIPTION

Updated: 05/2024 – Sheriff Garrett Durrenberger

Job Title:	Jailer / Cook	Department:	Jail Division
FLSA Status:	Non-Exempt	Reports To:	Lieutenant, Jail Administrator
Approved Date:	01/2024	EEOC Category:	

General Summary:

Prepares meals for persons incarcerated in the Lee County Jail, in accordance with LCSO policies and procedures and Jail Standards. This position is responsible for the supervision and management of inmates in the custody of the Lee County Sheriff.

Essential Duties:

- Reviewing grocery orders
- Preparing meals in accordance with policy and jail standards
- Supervise inmate workers in the kitchen
- Maintain receipts, invoices, and order forms
- Direct supervision of inmates activities; feeding, recreation, medical, laundry, movement within the facility
- Review and generate monthly reports; population count, head count, visitation, routine cell checks
- Conduct inmate cell and welfare checks as required by TCJS
- Any and all duties incumbent upon a Jailer
- Other duties as assigned

Other Duties as assigned. (1%)

<i>Supervision</i>	
Received:	Supervised by Lieutenant, Jail Administrator
Given:	None

<i>Education</i>	
Required:	High school diploma or GED. Valid Texas driver's license. Must be eighteen (18) years of age.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	Basic Jailer certification through TCOLE must be obtained within one (1) year of being assigned as a county jailer.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Criminal and civil law; laws of arrest and search and seizure; supervisory management; investigations; traffic law; code of criminal procedure; bail bond law; TCOLE rules and regulations; Texas Jail Standards law; local governmental codes; and department policies and procedures. Safely operate vehicles, firearms and other law enforcement equipment, and other specialized equipment; physically restrain individuals; make decisions quickly; read and write reports, letters, and memos; operate a computer and/or typewriter; apply criminal investigative techniques; interpret laws, policies, and procedures; perform basic accounting and budget balancing and preparation; organize and direct personnel, recognizing problems and recommending solutions; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, work closely with others as part of a team, and work an irregular schedule. The noise level in the work environment is usually moderate.