



## HARDIN COUNTY SHERIFF'S OFFICE

P.O. Box 1990  
Kountze, Texas 77625

**Mark L. Davis**  
SHERIFF

Office: (409) 246-3441

Fax: (409) 246-3277

### NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position</b>	Corrections Officer
<b>Job Type</b>	Full-Time
<b>Exempt Status</b>	Non-Exempt
<b>Pay</b>	\$1,749.96 (Bi-weekly)
<b>Application Period Opens</b>	October 23, 2023
<b>Application Period Closes</b>	Until Filled

Hardin County Sheriff's Office is seeking qualified applicants for a Full-Time Corrections Officer position. This person will be assigned to perform a wide variety of complex tasks and duties in support of the specialized function to which assigned; to provide information and assistance to the public regarding departmental policies and procedures, and incarcerated persons.

#### Essential Duties and Responsibilities

The duties of an HCSO Corrections Officer includes, but is not limited to: Supervision, custody and treatment of inmates confined to the Hardin County Correctional Facility; Booking in and release of inmates; Conduct security checks, searches and perform population counts; Handling of prisoner files including confidential information; Transport inmates to and from Court; and perform other associated duties as may be assigned.

#### Qualifications

Minimum qualifications include: Applicants must be at least 18 years of age; Graduation from a High School or GED equivalent is required; Must pass a physical exam, drug screen, psychiatric exam, and criminal history background check; Ability to work rotating 12-hour shifts, weekends, holidays, and before, during and/or immediately after an emergency (such as a hurricane); Acquire a Corrections Officer License from Texas Commission on Law Enforcement Officers Standards and Education (will be required to attend Corrections Officer school and must pass State licensing exam, if not already licensed); Have working knowledge of computers and of modern office practices and procedures; Skill or ability to type and enter information accurately; Ability to communicate effectively verbally and in writing; Ability to use computer and other electronic data equipment; Understand and follow instructions, policies, rules and regulations; Applicant should be physically able to handle unruly inmates at times.

#### Hardin County is an Equal Opportunity Employer

The County of Hardin strives to provide employment and promotional opportunities based solely upon qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran's status, or any other unlawful basis.

#### Submit Applications to

Hardin County Human Resources Department, Hardin County Courthouse, Room B107; or mail to: P.O. Box 817, Kountze, Texas 77625; or email to [hr@co.hardin.tx.us](mailto:hr@co.hardin.tx.us)