



City of Saginaw

JOB OPPORTUNITY ANNOUNCEMENT PUBLIC SERVICE OFFICER - JAILER

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPEN DATE: September 27, 2018

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$ 38,128 Annual, \$1,466.46 Biweekly, \$18.33 Hourly

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School or Equivalent

DRIVING: Must have a valid Texas Driver's License and maintain a good driving record

Essential job functions per job description included in application packet.

All applications must be returned with the following:

1. Application Supplement
2. Authority to Release Information
3. Confidential Information Agreement Form
4. A copy of valid driver's license
5. A copy of social security card
6. A copy of birth certificate
7. A copy of high school diploma or GED
8. Email address

Failure to comply with this request could disqualify you.

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

**City of Saginaw Personnel Office
333 West McLeroy Blvd., Saginaw, Texas 76179
Phone: 817-230-0330 Email: applications@ci.saginaw.tx.us**

Application packets available:

In person: City of Saginaw, Personnel Office, 333 W. McLeroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with municipalities and industries
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pin awarded 5 years of service, a diamond added for each additional 5 years
VACATION:	40 hours after 6 months, 40 hours at 1 year 1-5 years 2 weeks 5-15 years 3 weeks 15-25 4 weeks 25 plus years 5 weeks
SICK LEAVE:	80 hours annually, 40 hours after 6 months, remaining 40 hours accrue 6.7 hours for two months, 6.5 hours for 4 months.
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day, and 2 Floating Holiday
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month) Life 50,000/100,000
OTHER:	Mandatory payroll direct deposit to checking or savings account AFLAC (Optional) Deferred Compensation Plan (Optional) Disability Plan after 1 year of employment

PUBLIC SERVICES OFFICER HIRING PROCESS

The hiring process for City of Saginaw Public Services Officer - Jailer will consist of the following: Application and Personal History Statement submission and review, background investigation, oral interview board. Conditional job offer is subject to applicant successfully completing physical examination, physical assessment, psychological evaluation and drug screen. **We reserve the right not to employ any applicant.**

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Public Service Officer - Jailer
Department: Police
Full Time Position

Effective: 09-14-2015
State Employment Commission Code: 9211
Worker's Compensation Number: 7720

Job Summary:

Work is performed under the supervision of the Police Sergeant. Processes the booking and releasing of inmates. Prepares food for inmates, cleans laundry, and maintains order and cleanliness in the jail. Performs alcohol testing of inmates by use of Intoxilyzer. Takes walk-in and on-line police reports.

Essential Job Functions:

Maintains security of the detention facility by monitoring security cameras, performing cell checks and operating electronic security control boards. Processes inmates by making arrest files, photographing and fingerprinting inmates, searching and inventorying inmates and their property, filling out arrest logs and placing inmates into cells. Assists magistrates during warnings of prisoners by obtaining and preparing reports and providing limited physical security. Also responsible for releasing inmates as directed by courts or competent authority. Prepares and serves food for inmates consumption. Inventories food reserves, and acquires food and supplies as needed. Performs laundry duties by washing, drying, folding and storing blankets, prisoner clothing and towels. Using police computer systems, and operating electronic security control boards.

Other Job Functions: None

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Valid Texas Driver's License. Ability to obtain certification in Intoxilyzer is preferred; pass Jailer I within one year.

Experience, Training, Knowledge, and Skills:

Knowledge of detention methods and techniques, of court demeanor and procedures, basic understanding of traffic and criminal laws. Also, considerable knowledge of laws, regulations, policies, and procedures pertaining to other services of the department. Must have skills in the use of defensive tactics, radio equipment, and other tools of law enforcement. Must be able to operate motor vehicle. Must have skills in writing. Must be able to establish and maintain effective working relationships with peers, supervisors, other law enforcement groups, and the general public. Must be able to prepare and review reports; to advise superiors of critical incidents; to understand and execute oral and written instructions; to effectively communicate oral and written instructions to others to take command in emergency and disaster situations as needed. Must maintain physical standards necessary to do the job.