



## GONZALES COUNTY SHERIFF'S OFFICE

**Matthew J. Atkinson, Sheriff**

1713 Sarah Dewitt Dr., Gonzales, TX 78629

(830) 672-6524 Office (830) 672-2517 Fax



Applications may be obtained at the Sheriff's Office or you may print out an application by [clicking here](#).

Position: Full-Time Correction Officer

Salary: \$18.31 per hour without License and \$18.76 with license

Benefits: Paid vacation, holiday and sick leave, Retirement, Health and Life Insurance. Additional benefits are available.

### Principal Duties and Responsibilities:

1. To provide for the care, custody and control of inmates in the Gonzales County Jail.
2. Inmate processing/booking to include fingerprints, photographs and classify.
3. Conducts periodic informal headcounts on inmates.
4. Conduct Safety Inspections and Fire Drills.
5. Serve meals and assist with the personal needs of inmates such as telephone calls, mail, visitation and commissary.
6. Keep inmate roster and housing assignment board up to date.
7. Supervise the dispensing of medication to inmates.
8. May be assigned to maintenance duties.
9. Performs other duties as assigned.

### Minimum Qualifications:

1. TCOLE Jailer License basic or above preferred.
2. If not licensed, must be able to pass extensive background check, drug test, physical, psychological, have no criminal history and the ability to complete jailer training and pass state exam within one year.
3. Have valid driver's license.
4. HS diploma or equivalent
5. 18 years of age or older
6. Ability to lift, carry or push/pull items weighing up to 150-200 lbs.
7. Ability to read, write and understand the English language.
8. Possess some computer and typing skills.
9. Ability to write clear and concise reports and maintain accurate, detailed records.
10. Shift work and working holidays and weekends are required for this position.

Submit applications to: Lynn Wilburn, Chief Deputy

### In Memoriam

Deputy Albert Little (1888)

Deputy Robert Coleman (1896)

Sheriff R.M. Glover (1901)

Sergeant David Furrh (2000)