



**Mason County Sheriff's Office**  
**210 Westmoreland St.**  
**Mason, Texas 76856**  
**Buster Nixon, Sheriff**  
**325-347-5252 or Fax 325-347-6194**

## Job Opening for Jailer/ Dispatcher

### **Position Purpose**

Under the general direction of the Sheriff, or designee, performs a wide variety of tasks connected with the operation of the jail and the communications center. Work involves the operation of the jail and the safety and security of the prisoners, the receipt and accurate transmission of messages by radio, teletype and telephone and various general clerical functions in the Sheriff's Office.

### **Essential Duties and Responsibilities**

#### **Dispatch – 50%**

Taking and relaying messages and dispatching personnel and equipment by radio communication in response to crimes, accidents, fires, medical and other emergencies and request and assisting the Sheriff with clerical tasks.

- Operates and maintains a radio and telecommunication system with mobile patrols and other emergency agencies on a county wide basis.
- Learn and uses various national and state codes for dispatching.
- Operates teletype equipment to procure needed information.
- Answers incoming calls, dispatching County and City Calls.
- Maintains a written log of radio calls as required by the FCC.
- Answers telephone and personal requests for information.
- Types and files records and related forms.
- Dispatches officers and other emergency personnel to emergency situations.
- Collects bond and bail money for State Patrol and County Officers.
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- Conforms to the oral and written policies of the Mason County Sheriff's Office.

#### **Jail – 50%**

- Operation of the Jail, guarding and supervision of the prisoners as well as assurance of the safety and security of the prisoners in accordance with the established procedures and guidelines of the Texas Jail Commission and the Mason County Sheriff's Office.
- Ascertain that commitments and arrest of prisoners to be maintained in jail are in proper order.
- Assure that all prisoners are thoroughly searched before confinement, and are properly confined.
- Make periodic checks of cells, at least once an hour, and enforce obedience of all jail rules and regulations among the prisoners.
- Be responsible for the cleanliness and sanitation of the cell blocks.
- Operate the jail in a fair and impartial manner in handling prisoners.
- Report to his/her superior officer any complaints concerning the operation of the jail and also report any infractions of the rules and regulations.
- Maintain adequate books and records pertaining to prisoners confined to the Mason County Jail.
- Keep accurate records and account of moneys of the prisoners.
- Booking in prisoners, photographs and fingerprints of prisoners.
- Logs and admits visitors.
- Supervises prisoner work details.
- Appears in court as required.
- Prepare and serve meals to prisoners.

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- Conforms to the oral and written policies of the Mason County Sheriff's Office.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data information such as jail records, jail logs, policies, procedures and training materials.
- Ability to communicate orally and in writing with department personnel, citizens, crime victims, witnesses, attorneys, Judges, and news media.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program.

### **Physical Requirements**

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple, but continuous adjustments, such as squad car, restraint devices, calculator, tape recorder, computer terminal, first aid equipment and camera.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms sound and odors associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, wetness, disease and/ or dust, may cause some discomfort and where there is a risk of injury.
- Must be able to maintain the requirements set by TCLEOSE to be a Jailer and Dispatcher.

**Must be able to Pass the TCLEOSE exam for Jailer and Dispatcher**

**Mason County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.**