



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: March 18, 2013
Close: Until Filled

JOB POSTING
Detention Officer
Full Time
Monthly Salary: \$2,810

JOB SUMMARY:

Responsible for controlling prisoners as they are brought into the jail facility, which may require physical contact to subdue violent prisoners. Responsible for searching prisoners and securing their personal belongings. Fingerprints and photographs prisoners. Prepares reports to document arrest information. Operates communication equipment during normal and emergency situations. Performs jail inspections. Attends to personal needs of prisoners, prepares meals, performs minor janitorial and maintenance work. Maintains proper inventory and records of all jail property. Receives money, completes release forms and assists with arraignments. Answer inquiries regarding prisoner status, verifies information and expedites processing of prisoners.

MINIMUM QUALIFICATIONS:

- Must possess a valid Texas Driver's License
- Must possess a High School Diploma or GED
- Must be able to successfully complete Basic Correctional Officer School
- Must be available for any shift
- Must be 18 years of age

SKILLS AND EXPERIENCE:

- Demonstrated ability to maintain vigilance against violence, apply physical force when necessary, remain calm and level-headed during emergencies, yet respond appropriately when necessary
- Basic knowledge of data entry software
- Basic keyboarding skills
- Ability to compile arrest reports and maintain inventory records
- Demonstrated effective oral and written communication skills
- Bilingual Spanish skills are highly desired

TO APPLY:

Please fill out an application and Personal History Statement to apply. Both are available at the Law Enforcement Center at 2121 L. Don Dodson, Bedford, City Hall, 2000 Forest Ridge, Bedford, TX or on line on our web site @ www.bedfordtx.gov .

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