



2000 Forest Ridge Drive, Bedford Texas 76021

www.bedfordtx.gov (817) 952-2100

Open: November 14, 2011

Closed: Until Filled

JOB POSTING
Detention Services Supervisor
Full Time
Monthly Salary: \$4,151

JOB SUMMARY:

Directs and coordinates activities of detention facilities of the police force.

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED); must have one year experience as a detention officer with the Bedford Police Department or two years experience as a detention officer with another agency; two years experience as a police officer; or at least three years of management experience.
- Must be at least twenty-one (21) years of age
- Must possess a valid Texas Driver's License
- Basic skills in operation and function of radio and telephone equipment.
- Minimum keyboarding speed of 30 wpm.
- Desired: Completed basic Correctional Officer Course
- Preferred: Intermediate Correctional Officer certificate

SKILLS AND EXPERIENCE:

- Demonstrated knowledge of the principles, practices and methods of detention facility administration, City and Department rules, regulations, policies and procedures.
- Basic knowledge related to criminal, traffic, drug and family law, as well as Bedford City Ordinances.
- Working knowledge of computer software relevant to position.
- Demonstrated skills to plan, organize, direct and evaluate the activities of assigned area.
- Ability to prepare, read and interpret policies and procedures; analyze needs, calculate costs or programs/projects.

TO APPLY:

Applications are available at the Law Enforcement Center, 2121 L. Don Dodson, Bedford; City Hall, 2000 Forest Ridge, Bedford, TX or on line on our web site @ www.bedfordtx.gov. Personal History Statement must be completed and turned in with application.

Equal Opportunity/Affirmative Action Employer