



Brazos County Job Description

Last Updated: October 2022

Class Number:	B1501	Title:	Chief Deputy – Jail
Pay Group:	35	Department:	Sheriff Office - Jail Administration
FLSA Status:	Exempt	Reports To:	Sheriff
Approved Date:		EEOC Category:	Officials and Administrators

General Summary:

Oversees entire operation of the Sheriff's Office corrections division, including evaluating all stages of operation; supervises corrections officers and other corrections personnel, including assigning and reviewing work, conducting performance evaluations, and recommending and executing personnel actions; and; may perform duties required of a detention officer or peace officer; serves on various committees and boards.

Essential Duties:

Other duties may be assigned. Manages the Sheriff's Department corrections division, including developing and implementing departmental programs; Supervises corrections officers and other corrections personnel, including assigning and reviewing work, conducting performance evaluations, and making recommendations on and executing such personnel actions as hiring, firing, transferring, promoting, and disciplining; Evaluates all stages of operations of the department; Performs routine checks of facilities and equipment in corrections department; Formulates responses and defense on matters of litigation involving current and former employees and jail inmates; Prepares reports and correspondence, including answering questions from inmates, employees, and the general public; Ensures that jail operations comply with established legal standards; Approves various inmate services, including food, religious education, and counseling; Balances and keeps records of inmates' commissary accounts; Recommends budgetary actions to the sheriff; May perform duties required of a Detention Officer or Peace Officer; and Serves on various boards and committees.

Other Duties as assigned.

<i>Supervision</i>	
Received:	
Given:	Supervises corrections officers and other corrections personnel, including assigning and reviewing work, conducting performance evaluations, and making recommendations on and executing such personnel actions as hiring, firing, transferring, promoting, and disciplining

<i>Education</i>	
Required:	High school graduation, plus ten years of law enforcement experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	Advanced law enforcement certification and advanced jailer certification from the Texas Commission on Law Enforcement (TCOLE).
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Jail standards and procedures; U.S. Constitution (Bill of Rights); civil and case law pertaining to jail/detention liability issues; personnel laws, practices, and procedures; supervisory management; department policies and procedures; standard office practices and procedures; first aid and medical procedures; and computers. Operate computers; read and write reports, letters, and memos; reason, and interpret documents, policies, and procedures; analyze data; safely operate firearms; instruct others in the use of firearms and other procedures; manage budgets; supervise work of others, recognizing problems and recommending solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, inmates, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to perform tedious and exacting work, and to work closely with others a part of a team.