



# Upshur County Sheriff's Office

*Sheriff Larry Webb*

405 N. Titus Street • Gilmer, Texas 75644  
(903) 843-2541 • (903) 843-2368 Fax

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DATE: 3/5/2024 (Posted until filled)

POSITION: Kitchen Staff/Jailer

DEPARTMENT: Jail

BEGINNING SALARY: \$1,410.90 Semi-Monthly/Hourly Employee paid on a salary basis

#### REQUIREMENTS:

- Must be at least 18 years of age
- High school graduate or its equivalent
- Must not have been convicted of a Misdemeanor A or above
- Must not have been convicted of a Misdemeanor B in the last 10 years
- Must have the ability to understand and carry oral and written instructions, departmental policy, rules, regulations and laws
- Must be able to handle difficult situations among persons of widely divergent backgrounds
- Must be able to establish and maintain effective working relationships with departmental employees, inmates and the general public

#### ACCEPTABLE EXPERIENCE AND TRAINING:

- Texas Food Handler's Certification
- Jailer Certification by the Texas Commission on Law Enforcement Officer Standards and Education
- Prior working knowledge of correctional operations and/or correctional kitchen operations

#### REQUIRED LICENSES AND CERTIFICATION:

- Valid Texas motor vehicle operator's license is required
- Certification as a jailer by the Texas Commission on Law Enforcement (TCOLE) either upon entry into job or to be obtained within the first 12 months of employment

To be considered you must complete an employment application in full and turn it into the Upshur County Sheriff's Office. If you have completed an application in the last two years, you can notify the sheriff's office that you want to be considered for this position, and they will pull your application to be considered. Open until filled.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION EMPLOYER