

CONTACT

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1108 Campbell Avenue
Jourdanton, Texas 78026
Sheriff David Soward

ATASCOSA COUNTY SHERIFF'S OFFICE JAIL ADMINISTRATOR



APPLICATION

Applications only
available at 1108
Campbell Avenue
Notary onsite
Resume required

SALARY

Starting Pay: \$60,466.11
Completion of 90 Day
Probation: \$62,466.11
Acquisition of required
TCOLE Training: \$64,466.11

RESPONSIBILITIES

Run a 250-inmate capacity jail and maintain the facility to meet standards set by the Texas Commission on Jail Standards. Supervise a staff of 48 that includes a Jail Lieutenant, a Jail Administrative Assistant, four shift Sergeants, four shift Corporals, maintenance, nursing, and cooking staff.

EXPERIENCE REQUIRED

Jail supervisory position experience required for all applicants. Those with prior Jail Administrator experience will be given first priority. Must obtain a Jail Management and Operations Certificate (3514 – Jail Administration Training and 301 - Jail Administrator Examination) within the first year of employment if not already certified.

OTHER REQUIREMENTS

Must reside within 40 miles radius from the Atascosa County Sheriff's Office. Must move within the designated boundary within 90 days of employment if not currently within the designated area. A county vehicle will be provided for those that reside within the county.

BENEFITS

Paid Vacation and Sick Leave
Retirement Plan with TCDRS
Medical Insurance provided
Dental and Vision available
\$10,000 life insurance policy provided by the county
Monday-Friday 8a-5p
Major holidays off
Annual Longevity Bonus after five years of employment
Anticipated salary increase as of January 1, 2023

