

MONTAGUE COUNTY SHERIFF'S OFFICE

Sheriff Marshall W. Thomas
Chief Deputy Jack Lawson



(940) 894-2491 Administration
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DETENTION CAPTAIN/ADMINISTRATOR OPENING

REPORTS TO:

Chief Deputy

JOB OVERVIEW:

The Detention Captain/Administrator is the executive officer in the jail. This officer performs multi-functional duties in the every day operation of the jail. A successful jail administrator has the respect of detention officers and inmates as well. A smooth running jail in compliance with state and federal guidelines and operated in budget is the sign of a successful administrator.

RESPONSIBILITIES AND DUTIES:

- The Jail Administrator is responsible for ordering all jail supplies and keeping up the appearance inside and outside the facility.
- The Administrator makes the work schedule for jail staff.
- The Administrator schedules all the yearly inspections and provides proof for the state jail commission when they come for inspection.
- The Administrator orders the food for the inmates, including special diets.
- The Administrator is on call when not on duty.
- The administrator maintains monthly reports for filing and sending to Texas Commission of Jail Standards.
- The Administrator is responsible to make sure all detention officers maintain the certification level required for their position.
- The Administrator is responsible for preparing the budget for jail operations.
- The Administrator is responsible for employee discipline in the jail, as well as inmate discipline.

QUALIFICATIONS:

- Must meet the qualifications of a Detention Officer
- Five years' experience as a Detention Officer preferred.
- Must have supervisory skills and organizational skills
- Must be willing and able to be on call when not on duty.
- Must have superior communication skills.

Applications will be accepted until November 29, 2022 at 5pm, and may be picked up at the Montague County Sheriff's Office or located on our website at www.montaguesheriff.com