

# TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR  
Brandon S. Wood



P.O. Box 12985  
Austin, Texas 78711  
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<http://www.tcjs.state.tx.us>  
[info@tcjs.state.tx.us](mailto:info@tcjs.state.tx.us)

January 17, 2024

## JOB DETAILS

Internal Posting Number: 2401004

Work In Texas Posting #16387775

Job Title: Complaint Inspector (**Inspector IV**)

Location: Headquarters

Pay \$4,425.00 /MO

Travel: Rarely

Full Time: Yes

**SOTA (State of Texas Application) required** Email [carol.bernhard@tcjs.state.tx.us](mailto:carol.bernhard@tcjs.state.tx.us) for info.

Flex schedule may be granted after Probationary and Training Period.

Start date: February 1, 2024 or March 1, 2024

State Classification #: 1324

State Classification Title: **Inspector IV**

Salary Group: B17

Military Occupation Codes (MOC): Army – 91C Navy – MM Air Force – 3E1X1 Marines – 1171

[www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InspectorsandInvestigators.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf)

## GENERAL DESCRIPTION

Work involves the review, monitoring, investigation and referral of complaints received from inmates and/or the public concerning county jails and jails operated by private vendors that are regulated by the Commission, and preparation of reports and recommendations on inquiry findings. Performs duties related to the management of jail facilities to include technical assistance in all areas of jail operations. Assists in the duties related to the management of jail facilities to include staffing needs analyses and out-of-state inmate contract monitoring. Assists in the duties related to the planning of jail facilities to include facility needs analyses. Assists in reviewing both the commissary and jail audits, annually, as required by law. Assists in the development and revision of Minimum Jail Standards based on review of conditions, data, and technology. Periodic supervisory review is provided in conference with the Assistant Director-Inspections and Jail Management, with the Executive Director's oversight.

Judge Bill Stoudt, Longview, Chair  
Dr. Esmail Porsa, M.D., Houston, Vice-Chair  
Ross Reyes, Melissa

Sheriff Kelly Rowe, Lubbock  
Sheriff Raul "Pinky" Gonzales, Refugio  
Patricia M. Anthony, Garland

Commissioner Ben Perry, Waco  
Duane Lock, Southlake  
Monica McBride, Alpine

"The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview".  
*To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas*

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## EXAMPLES OF WORK PERFORMED

- Works with county and state authorities in the resolution of complaints and in the implementing of Minimum Jail Standards.
- Responsible for developing and maintaining a database for the statistical analysis of complaints.
- Provides information and research to county and state officials, which may include on-site technical assistance.
- Initiates technical assistance affecting changes to Jail Standards, precedent law, or new techniques or procedures.
- Consults, corresponds and speaks with other departments and/or agencies in furthering interest and/or action regarding a plan or program.
- Collects, organizes and analyzes data relevant to the staffing needs of county jail systems.
- Assists in publishing staffing analysis documents.
- Assists Assistant Director-Inspections and Jail Management as required.
- Consults on ways to achieve compliance with Texas Minimum Jail Standards in the most economical and effective manner.
- Responsible for on-site inquiries and investigations, when directed by the Executive Director or Assistant Director-Inspections and Jail Management.
- Performs related work as assigned.

## GENERAL QUALIFICATION REQUIREMENTS

### Experience and Training

- Experience in the criminal justice area at any level is helpful. Some experience and duties in the research or planning field and associated with city, county, regional, state or federal agencies.
- Work experience in a Texas County Jail is preferred. Should have considerable varied and progressive experience in interpreting and enforcing laws and regulations and in performing investigations and public relations work.
- A minimum of three (3) years of experience in a county jail is required. One (1) year of experience as a jail administrator is preferred.
- Driving Record may be required
- Computer Skills testing may be required

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## Education

A bachelor's degree from an accredited college or university with a major in a field related to the Agency's mission or administrative requirements is preferred. One academic year completion may substitute for one year experience. Graduation from high school or equivalent is required.

## Knowledge, Skills and Abilities

- Knowledge of governmental organization and administration.
- Knowledge of Texas County Jails and their operations.
- Basic knowledge of the Agency's mission, functions, policies and procedures.
- Ability to plan, organize and complete a complex task as scheduled.
- Ability to visualize impact of results produced on the plan or program being developed or implemented.
- Ability to make clear, concise, meaningful oral and written presentations relative to assigned tasks.
- Ability to firmly establish and maintain effective working relations with associates, subordinates, public officials and the general public.
- Thorough knowledge of principles and techniques of investigations.
- Broad knowledge of and skill in interpreting the laws administered by the Agency, and all other applicable state and federal statutes and rulings.
- Knowledge and experience working with word processing software and database programs.
- Ability to effectively interact with others, often under adverse circumstances, while maintaining effective amicable interpersonal relationships.
- Ability to interact with county officials, the general public and expert personnel in the regulated entities in such a manner as to ensure full service to the public and enforcement of all legal requirements.
- Broad knowledge of and skill in interpreting the laws administered by the Agency.

**Exempt position, Inspector IV, in accordance with 29 C.F.R. Sec. 541.3 and 541.301, exempt from FLSA minimum wage and overtime provisions**

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