

UVALDE COUNTY SHERIFF'S OFFICE
Sheriff Ruben Nolasco



Job Title:

Assistant Jail Administrator

Location: Uvalde County Detention Center

Position Type: Full Time

Position Summary:

The Assistant Jail Administrator serves as the second in command within the detention facility and plays a critical leadership role in the daily operations of the jail. This position is responsible for maintaining safety, security, and order while ensuring full compliance with all applicable standards, including those set by the Texas Commission on Jail Standards. The Assistant Jail Administrator works closely with the Jail Administrator to oversee staff, manage inmate populations, and ensure efficient facility operations.

Key Responsibilities:

- Assist in the overall management and supervision of jail operations
- Maintain peace, security, and order within the facility at all times
- Ensure compliance with all local, state, and federal regulations, including TCJS standards
- Supervise and support correctional staff, including scheduling, training, and performance evaluations
- Monitor inmate behavior, housing assignments, and classification procedures
- Respond to critical incidents and emergencies, ensuring proper protocols are followed
- Conduct inspections to ensure cleanliness, safety, and operational readiness of the facility
- Oversee booking, release, and property procedures to ensure accuracy and accountability



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- Review reports, logs, and documentation for completeness and compliance
- Assist in policy development, implementation, and enforcement
- Address inmate grievances and ensure proper documentation and resolution
- Ensure proper maintenance and operation of security equipment, including cameras and control systems
- Promote a professional, ethical, and disciplined work environment

Minimum Qualifications:

- High school diploma or GED
- Certification as a Texas Jailer (TCOLE)
- Three years or more of progressively responsible experience in a correctional facility
- Supervisory or leadership experience required
- Strong knowledge of jail operations, inmate management, and security procedures
- Familiarity with TCJS and compliance requirements
- Ability to remain calm and make sound decisions in high-stress situations
- Excellent communication, leadership, and organizational skills

Preferred Qualifications:

- Experience with policy development and accreditation processes
- Advanced training in corrections, leadership, or criminal justice

Working Conditions:

- Work is performed in a secure correctional facility environment
- May require extended hours, nights, weekends, and on-call availability
- Exposure to potentially volatile or hazardous situations

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Benefits:

- Salary: \$47,023.20
- Health, dental, and vision insurance
- Retirement plan
- Paid time off
- Paid Training

How to Apply:

Interested candidates should submit an application, resume, and any required certifications to the Uvalde County Sheriff's Office or The Uvalde County Courthouse.