

## **RUNNELS COUNTY JAIL**



200 S. Hickory Hill  
Ballinger, TX 76821

**Michele (shelly) Basart**  
**JAIL ADMINISTRATOR**

Phone: (325) 365-2110  
Fax: (325) 365-4165

Applicant,

RE: Full-Time Jailer Position  
Salary: \$19.00

Thank you for your interest in working at the Runnels County Jail. There are two applications that we need, one for our local jail, and one for the state. Even though the information is the same on both applications, they both need to be filled out as completely as possible please. However, if you honestly don't know the information it's okay to leave a space blank. On the state application, there is a section for military service and employment history. Many applicants only see the military service and fail to fill out their employment history. Please make sure to include that information. You do not have to get anything notarized at this time.

Also included is information concerning the position itself and a list of documents we'll need if you are hired. We do not want the documents with the application. But should we choose to hire you, you will not be able to begin work until we have obtained all documents. I recommend that you begin to gather them to bring in case we call you for an interview.

We currently have an opening on the night shift and are looking to hire as soon as possible, so please fill these applications out and return them as quickly as possible. Our lobby is closed to the public, however, there is an intercom button by the front door of the jail. So, if you would like to speed up the application process by delivering the applications in person, you are welcome to do so at the address listed above. You can also mail, e-mail, or fax the application as well.

Thank you again and I look forward to receiving your application.

Sincerely,  
Shelly Basart  
Captain/Administrator  
Runnels County Jail  
[Shelly.basart@runnelscounty.org](mailto:Shelly.basart@runnelscounty.org)

**Runnels County is an equal opportunity employer.**

Jailers at the Runnels County Jail work a 12 hour, rotating shift, including holidays, with every other weekend off. The hours for each shift are 6 am to 6pm (Days), and 6 pm to 6am (Nights).

Example:

S	M	T	W	T	F	S
off	<u>wk</u>	<u>wk</u>	off	off	<u>wk</u>	<u>wk</u>
<u>wk</u>	off	off	<u>wk</u>	<u>wk</u>	off	off
off	<u>wk</u>	<u>wk</u>	off	off	<u>wk</u>	<u>wk</u>
<u>wk</u>	off	off	<u>wk</u>	<u>wk</u>	off	off

Runnels County processes payroll bi/weekly. This pay is based on 84-86 hours per pay period. (The schedule calls for jailers to work 84 hours with the 2-hour leeway for times they stay over or come in early.)

The county contributes to insurance and retirement. Jailers get vacation, personal, emergency, and sick days, plus a day off for their birthday. There are other benefits jailers can purchase such as dental, vision, cancer, heart attack/stroke, and accident insurance.

The job of a jailer is mentally, emotionally, and physically challenging.

Mental Challenges: It takes someone with strong self-esteem and self-control to be a jailer. Inmates will try every approach to get jailers to break the rules for them. For example, inmates may flirt, yell, threaten, cry, act sick, etc. in an attempt to manipulate a jailer through attention, fear, guilt, pity, compassion, etc. to break the rules for them. Inmates never stop attempting to get jailers to break the rules so this can be very stressful and mentally exhausting for jailers. Working at the jail takes mental fortitude because this is a very negative environment to work in. Jailers will get cussed at, threatened, exposed to nudity, etc.

Emotional Challenges: Even when it's due to their own choices, it is difficult to see fellow human beings locked up and the negative effects it causes on inmates and their families. We see many inmates, spouses, parents, and children in turmoil due to the consequences of the inmate's actions. This can be emotionally draining and depressing for jailers.

Physical Challenges: We are a small jail, so the jailers at the Runnels County Jail must multi-task and do everything from answer phones, file documents, data entry, paperwork, serve meals, take out trash, clean up messes, render first aide, dispense medication, etc. There is nothing our jailers don't do. Jailers are also in a certain amount of physical danger although we try to minimize that danger as much as possible through adherence to procedures that have been established for the protection of jailers and inmates alike.

Having said all of that, let me say that this job can also be very rewarding and gratifying. Jailers are a behind the scenes, vital part of the law enforcement community. Jailers help keep their family, friends, and community safe. Jailers provide a service to inmates as well, by helping them through one of the most difficult times in life, in the most safe, respectful, compassionate, and humane way possible.