

**JEFF NEAL**  
SHERIFF  
BOWIE COUNTY



SHERIFF'S OFFICE  
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DETENTION CENTER  
105 West Front Street  
Texarkana, Texas 75501  
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**JOB POSTING**

**Title:** Assistant Jail Administrator

**Date Posted:** February 9, 2026 (Open Until Filled)

**JOB DESCRIPTION**

**Summary:**

The Assistant Jail Administrator directly supervises the Chief of Security, Maintenance Supervisor, Mail Room Coordinator, Programs Manager, Classification, Laundry Coordinator, Grievance Investigator and Manager. Responsible for the overall management of security, grievance, investigations, laundry services and maintenance functions in compliance policies, procedures, and jail standards.

**Duties and Responsibilities:**

- Plans, writes, and supervises compliance of inmate rules and regulations.
- Maintains compliance with the Texas Commission on Jail Standards (TCJS).
- Monitors daily operational reports and identifies areas which require adjustment.
- Resolves day-to-day operational problems and concerns of staff, outside agencies and the public to ensure a prompt courteous response.
- Coordinates with other departments to ensure compliance with overall facility objectives.
- Assists with formulation of policies and adopts rules and regulations to ensure effective administration of the jail.
- Organizes, coordinates, and supervises all activities of the Bowie County Jail to ensure standard operating procedures are strictly adhered to.
- Assists with administering, researching, compiling and summarizing current budget estimates. Monitors budget throughout fiscal year and makes recommendations for future budgets.
- Consults with and administers discipline to employees.
- Performs other duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

Must hold a valid Jailer's License through the Texas Commission on Law Enforcement (TCOLE). Must be able to pass the Jail Administrator Exam within 180 days of employment. A

minimum of five years of supervisory experience in a county jail with at least two years at the rank of lieutenant or higher is required. Preferred qualifications include a master jailer's license, and a bachelor's degree.

**Annual Salary and Benefits:**

\$74,672.27 with employee health care completely paid for and retirement through the Texas County and District Retirement System.