



**LUBBOCK COUNTY SHERIFF'S OFFICE**

P.O. BOX 10536  
LUBBOCK, TX 79408  
PHONE: (806) 775-1400  
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**Kelly Rowe**  
Sheriff  
**Mike Reed**  
Chief Deputy LE  
**Cody Scott**  
Chief Deputy Detention

**PRE-EMPLOYMENT SURVEY CLERICAL**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License/State: \_\_\_\_\_

Have you ever applied with this Department before, and if so, when? \_\_\_\_\_

A career in correctional services can be both rewarding and fulfilling, but is not for everyone. The following questions refer to the duties and requirements of the position of Detention Clerk. These duties and responsibilities represent tasks which are routinely performed by the corrections staff. Refusal or inability to perform the duties listed below may result in your application being rejected.

1. \_\_\_ Yes \_\_\_ No Have you received a copy of the job description?
2. \_\_\_ Yes \_\_\_ No Have you reviewed the job description?
3. \_\_\_ Yes \_\_\_ No Can you perform the essential functions of the job?
4. \_\_\_ Yes \_\_\_ No Do you meet the qualification requirements, including education and experience?
5. \_\_\_ Yes \_\_\_ No Do you possess or can you learn the knowledge, skills and abilities required of the job?
6. \_\_\_ Yes \_\_\_ No Do you meet or exceed the physical requirements of the job?
7. \_\_\_ Yes \_\_\_ No Are you at least 18 years of age with a high school diploma or GED?

If hired are you willing and able, with or without reasonable accommodations, to do the following:

8. \_\_\_ Yes \_\_\_ No Attend and successfully complete a Booking School or any training pertaining to a clerical position provided by the County?
9. \_\_\_ Yes \_\_\_ No Be able to train on the job regardless of shift assignment, which can change throughout the training cycle?
10. \_\_\_ Yes \_\_\_ No Attend work when assigned?
11. \_\_\_ Yes \_\_\_ No Work 8 hours a day with dangerous inmates in an area, with Detention Officers also in area?

12. \_\_\_ Yes \_\_\_ No Work day/evening/night shift or weekends with regular days off possibly during the week?
13. \_\_\_ Yes \_\_\_ No Work holidays which do not fall on your days off?
14. \_\_\_ Yes \_\_\_ No Work double shifts and scheduled days off with little or no advance warning?
15. \_\_\_ Yes \_\_\_ No Sit for up to 8 hours a day except for meals and breaks?
16. \_\_\_ Yes \_\_\_ No Be confined in the institution for your entire tour of duty, including meals, breaks, and eat your lunch in the provided officer dining areas?
17. \_\_\_ Yes \_\_\_ No Work alongside other clerks for an entire 8 hour shift?
18. \_\_\_ Yes \_\_\_ No Input information of inmates who might call you filthy names or threaten you or your family?
19. \_\_\_ Yes \_\_\_ No Undergo an extensive background investigation which includes FBI, TCIC, and NCIC criminal checks?
20. \_\_\_ Yes \_\_\_ No Report a fellow clerk or staff member who might be violating Departmental or County policies or procedures?
21. \_\_\_ Yes \_\_\_ No Testify in court concerning events that occur in the institution?
22. \_\_\_ Yes \_\_\_ No Wear a uniform to work every day?
23. \_\_\_ Yes \_\_\_ No Work at a job where you are not free to discuss many of your daily activities with your family or friends?
24. \_\_\_ Yes \_\_\_ No Familiar with modern office procedures, methods and computer equipment and operate the same?
25. \_\_\_ Yes \_\_\_ No Work in an environment where you could be exposed to bodily fluids and communicable diseases?
26. \_\_\_ Yes \_\_\_ No Think under stressful circumstances, evaluating various options and alternatives?

I have read and understand each of the preceding questions contained in this Pre-Employment Survey and do hereby declare that I have answered each question thoughtfully and truthfully. I further understand that these questions represent the duties that I may be expected to perform if I am hired by the Lubbock County Sheriff's Office as a Detention Clerk and that failure to perform any of the aforementioned duties may cause my application to be rejected or, if I am hired, cause termination.

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Applicant Signature

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Date