
Jail Administrator Resume

Job Objective

Looking for work in this field with the position as a Jail Administrator in order to practice my learned skills.

Highlights of Qualifications:

- Highly experienced as Corrections Officer
 - Huge knowledge of rules of correctional facility
 - Deep knowledge of approved principles and computer hardware, software and accessories
 - Familiarity with pertinent federal, state and county laws
 - Amazing ability to formulate detailed reports
 - Outstanding ability to evaluate difficult problems
 - Superior communication skills
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Professional Experience:

Jail Administrator
Oneida County, Omaha, NE
November 2007 – Present

- Undertook administrative responsibility for management.
- Ensured proper operation of the jail.
- Administered jail staff and imparted staff training.
- Supervised subordinates and formulated jail budget.
- Handled aspects of contracted services in the jail division.

Jail Administrator
Oxford County, Omaha, NE
December 2003 – October 2007

- Imparted supervision and interpretation of procedures.
 - Administered division supervisors and counsel personnel.
 - Coordinated with Sheriff, Chief Deputy and other management staff.
 - Handled complaints and notification of the grievances.
 - Computed division budget and drafted reports.
 - Managed fiscal status of division operations.
 - Coached division personnel and managed division in-service training program.
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Education:

Bachelor's Degree in Criminal Justice
Academy Of Art University, San Francisco, CA

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