



# JOB OPENING

## Troup County Government

REVISED

<b>Position:</b> Detention Officer	<b>Department:</b> Sheriff's - Jail	<b>Salary:</b> \$14.31/Hr
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Under general to limited supervision and in accordance with county and state policies, procedures, guidelines, rules and regulations, supervises and control inmates at the jail.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license and ability to obtain the license issued for the type of vehicle or equipment operated
- ⇒ 1 or 2 years of experience in a related field is preferred
- ⇒ Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia
- ⇒ Knowledge of jail administration principles
- ⇒ Knowledge of inmate security principles
- ⇒ Knowledge of county and departmental policies and procedures and relevant federal and state laws
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in report writing and in time management
- ⇒ Skill in handling high pressure situations
- ⇒ Skill in ensuring the safety and security of inmates in the county jail
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Processes and books inmates in the county jail along with processing inmate releases
- ⇒ Searches inmates and cells, and conducts security rounds and performs inspections
- ⇒ Enforces facility rules and regulations; documents infractions and enforces disciplinary measures
- ⇒ Collects and distributes inmate mail, and coordinates scheduled visits with inmates
- ⇒ Distributes meals and medication to inmates; provides assistance to inmates as needed
- ⇒ Transports inmates to and from the jail as appropriate
- ⇒ Prepares incident and accident reports
- ⇒ Performs the duties of a Medical Officer as assigned; provides care to inmates; distributes medication; assesses inmate medical conditions and contacts medical providers as needed
- ⇒ Assists in the maintenance of jail facilities as assigned, including the maintenance and repair of locks and doors
- ⇒ Performs GCIC Terminal duties as assigned; enters and retrieves information from the GCIC database
- ⇒ Supervises Visitor Center operations as assigned; coordinates and supervises inmate visitors; assists inmates with telephone account issues; operates the visitation video surveillance system
- ⇒ Supervises inmate work details as assigned; directs inmates in the maintenance of jail facilities and grounds
- ⇒ Performs commissary duties as assigned; maintains inmate accounts; handles cash
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #:07222014 Detention Officer

Grade 12

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**