



JOB OPENING

Troup County Government

REVISED

Position: Detention Officer	Dept.: Sheriff's Dept. - Jail	Salary: \$13.89/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 controls offenders at the jail. Performs duties of assigned post which may include assignments to a specialty area(s), grounds maintenance, facility maintenance, warehouse, tool and key control, offender discipline, offender transportation and construction services.

The qualified candidate will have:

- ⇒ High school diploma or GED and current, valid driver's license
- ⇒ Be at least 18 years of age and a citizen of the United States
- ⇒ No felony convictions, convictions of domestic violence or shall have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law
- ⇒ Driving record should be free of disqualifying traffic violations as set forth in County guidelines
- ⇒ Be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal record
- ⇒ Possess good moral character as determined by investigation under established procedure
- ⇒ Be free from any physical, emotional or mental conditions which may adversely affect the exercising of the powers or duties of a peace officer
- ⇒ Must obtain certification through Georgia Peace Officer Standards and Training Council as a law enforcement officer within six months of employment
- ⇒ Must obtain certification in the use of intoximeter after employment
- ⇒ Must be able to work 9 or 12 hour shift, depending on assignment
- ⇒ Knowledge of two-way radio operation
- ⇒ Skill in written, verbal and interpersonal communication

Essential duties and responsibilities include the following:

- ⇒ Maintains order and discipline among offenders
- ⇒ Maintains accountability for people and/or things as applicable to assigned posts
- ⇒ Maintains constant security and control of assigned posts
- ⇒ Helps ensure the safety of staff, inmates and the surrounding community by conducting safety inspections, security inspections, sanitation inspections, work site inspections and/or contraband searches of assigned areas of offenders
- ⇒ Completes or updates documentation regarding areas such as shift or post activity, incidents of offenders behavior/misconduct, institutional or work site security, safety or sanitation, offender counts, offender rosters, tools and equipment inventories
- ⇒ Responsible for intake (booking, fingerprinting, photographing and processing) of offenders and for keeping a variety of offender records
- ⇒ Supervises the cleaning and maintenance of jail by inmates and the care and feeding of inmates
- ⇒ Operates the radio transmitters and telephones; operates and maintains intoximeter
- ⇒ Performs all other related duties as assigned

A superior officer reviews work assignments and gives specific instructions and assistance when guidance or back up is needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves personal danger.

Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #07222014 Detention Officer

Grade 12

Valerie P. Heard

Tod Tentler

Valerie P. Heard, Human Resources Director

Tod Tentler, County Manager

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

