



JOB OPENING

Troup County Government

Revised Pay

Position:	Department:	Salary:
Community Service Supervisor	Sheriff's	\$15.00/Hr

This position supervises defendants that are assigned to community service by the State or Superior Court. Performs supervisory work and participates in enforcing rules and regulations. Works under the general supervision of the Chief Deputy. Work schedule would generally be every other weekend, Saturday 9:00am-5:00pm and Sunday 2:00pm- 6:00pm.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of geography of Troup County
- ⇒ Ability to supervise defendants on community service
- ⇒ Ability to handle irate/ stressful situations
- ⇒ Ability to deal with the public courteously and effectively with tact
- ⇒ Ability to walk long distances
- ⇒ Must not have been convicted of a felony
- ⇒ Skill in use of tools and equipment

Essential Duties and Responsibilities:

- ⇒ Supervises defendants at all times; makes sure that defendants are aware of all rules
- ⇒ Plans work assignments
- ⇒ Completes production assigned tasks
- ⇒ Assures defendants dress properly and wear appropriate safety gear
- ⇒ Removes and returns tools and property to designated areas
- ⇒ Maintains all assigned vehicles and equipment
- ⇒ Wash and clean vehicles each weekend and gas up all vehicles on Sunday
- ⇒ Enforces rules pertaining to community service
- ⇒ Report violators infractions and any injuries to the program supervisor by written report
- ⇒ Performs all other related duties as assigned

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

Job #: 03152018 Community Service Supervisor

PT

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

