



**COUNTY OF Terrell
OFFICE OF THE SHERIFF
JOHN W. BOWENS
SHERIFF**

Detention Officer/Jailer Job Description

WELCOME, if you meet the following qualifications you are eligible to apply for a Detention Officer.

- Must be 18 years of age.
- Must be a citizen of the U. S.
- Must have a high school diploma or equivalent. **Training and standards now require a high school equivalent diploma be at least partial classroom**.
- Must possess or be able to possess a Georgia Driver's License.
- Must not have been convicted of a felony or serious misdemeanor.
- Meet all the applicable standards and qualify for State Detention Officer Certification in accordance with the Georgia POST Council as well as the policies of the Office of the Sheriff of Terrell County.
- Must have adequate transportation to and from work.

Salary/Benefits

- Vacation/Sick Time
- Paid Holidays
- Paid on the job training
- Employee Health Insurance
- Employee Dental Insurance
- 401k Retirement

Nature of the Work

The Detention Officer I (D.O. I) is responsible for the custodial work with the security and supervision of prisoners in the Terrell County Detention Facility (TCDF). The D.O. I perform a variety of duties relative to that care; direct supervision, desk duty and assisting with inmate transportation. Work and assignments are to be performed in accordance with TCDF policies and procedures, Terrell County Department of Human Resource guidelines, and the Training and Standards Council of Georgia POST. Work is performed under the direct supervision of the Jail Administrator. The applicant must be willing to work 12-hour rotating shifts which includes holidays and weekends.

Knowledge and Ability

- Knowledge of Federal, State and local laws governing the operation of the TCDF.
- Knowledge of forms, records, and reports used in the detention facility.
- Ability to stand or sit for long periods of time.
- Ability to maintain discipline and order among inmates.
- Ability to work in a confined area.
- Ability to deal firmly and courteous with inmates and visitors.
- Ability to use sound judgment in both routine and emergency situations.
- Ability to develop and maintain effective working relationships with other employees.

Examples of Work

- Patrols the detention facility, maintains head-counts of inmates and maintains the security gates and doors within and outside of the detention facility.
- Books, searches, and collects property from inmates and advises all inmates of policies that govern their conduct while in the detention facility.
- Supervises the cleanliness of inmates, their quarters, the surrounding areas, and their laundry.
- Assist in serving of meals to inmates, picking up trays, and cleaning.
- Answers the phone, file inmate's folders and keep records of inmates' visitation, showers, medications, and other procedures.
- Transports and escorts inmates to various locations.
- Performs other duties and work as required.
- Must be able to lift up to 50 pounds and stand for long periods of time.
- Must be able to bend and walk during a twelve-hour shift.