

Detention Officer, Entry Level

The Lee County Sheriff's Office is now accepting applications for the position of **BASIC DETENTION OFFICER**.

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible protective service work ensuring the care and security of inmates at the Lee County Jail; does related work as required. Work is performed under regular supervision.

The work performed includes the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS / TYPICAL TASK:

- PROCESSING INMATES; MAINTAINING JAIL SECURITY; SERVING MEALS; TRANSPORTING INMATES.
- RECEIVES AND PROCESSES INMATES INTO THE CUSTODY OF THE JAIL; SEARCHES PRISONERS; TAKES CHARGE OF PERSONAL PROPERTY.
- PROVIDES THE INMATES OPPORTUNITY TO CALL ATTORNEY OR RELATIVE; ADVISES INMATES OF JAIL RULES AND REGULATIONS.
- PATROLS JAIL AREAS PERIODICALLY TO INSURE SECURITY AND MAINTAIN ORDER.
- TRANSPORTS INMATES TO MEDICAL, COURT, AND RELATED FACILITIES.
- SUPERVISES INMATES DURING MEALS, PERSONAL HYGENE AND RELATED ACTIVITIES FOR CONFORMANCE TO JAIL RULES, REGULATIONS AND PROCEDURES.
- ESCORTS AND SAFEGUARDS INMATES TO CELL; CHECKS ON THE INMATE'S PHYSICAL CONDITION.
- RECEIVES, COUNTS, RECORDS AND SUPERVISES THE WASHING OF ALL LAUNDRY IN THE JAIL.
- DISPENSES PERSONAL AND CELL CLEANING EQUIPMENT; KEEPS RECORD OF MONEY RECEIVED FROM INMATES.
- DISTRIBUTES MEDICATION TO INMATES AS PRESCRIBED OR DIRECTED.
- PREPARES ROUTINE RECORDS ON INMATES; PERFORMS GENERAL CLERICAL DUTIES.
- ENSURES THE CARE AND MAINTAINCE OF INMATE QUARTERS.

- RECORDS VISITS, INSPECTS ITEMS BROUGHT INTO THE JAIL; CHECKS INCOMING AND OUTGOING MAIL.
- INVESTIGATES CRIMES AND CRITICAL INCIDENTS; COLLECTS EVIDENCE; TESTIFIES IN COURT.
- PERFORMS OTHER TASKS THAT ARE RELATED AND REQUIRED.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- MUST BE ABLE TO DEVELOP KNOWLEDGE OF SECURITY, RULES, REGULATIONS AND PROCEDURES OF THE JAIL.
- MUST BE ABLE TO ENFORCE ALL RULES FIRMLY, FAIRLY WITHOUT PREJUDICE.
- MUST BE ABLE TO RECOGNISE INMATE PROBLEMS WITH PHYSICAL AND MENTAL HEALTH ISSUES.
- MUST BE ABLE TO FOLLOW ORAL AND WRITTEN DIRECTIONS ACCURATELY.
- MUST BE ABLE TO SUPERVISE LARGE GROUPS OF INMATES.
- MUST BE ABLE TO PREPARE RECORDS AND REPORTS AS REQUIRED.
- MUST BE ABLE TO ESTABLISH EFFECTIVE WORKING RELATIONSHIPS WITH ASSOCIATES.

BASIC REQUIREMENTS

- HIGH SCHOOL DIPLOMA OR GED
- NO FELONY OR SERIOUS MISDEMINOR ARREST
- AT LEAST 19 YEARS OLD SUPPORTED BY BIRTH CERTIFICATE
- IN CASES OF FORMER MILITARY SERVICE, MUST HAVE AND PRODUCE DD 214 LONG FORM, SHOWING HONORABLE DISCHARGE
- MUST SUBMIT TO AND PASS CRIMINAL BACKGROUND CHECK
- MUST SUBMIT AND PASS A URINALYSIS TEST
- MUST POSSESS A CURRENT GEORGIA DRIVER'S LICENSE
- MUST SUBMIT TO LIE DETECTOR EXAMINATION
- MUST SUBMIT TO AND PASS A PHYSICAL EXAMINATION
- MUST LIVE WITHIN 5 MILES OF LEE COUNTY

SPECIAL REQUIREMENTS

- MUST SUCCESSFULLY COMPLETE G.C.I.C. COMPUTER TRAINING WITHIN 90 DAYS.
- MUST SUCCESSFULLY COMPLETE DETENTION OFFICER TRAINING IN 6 MONTHS.
- ALL PERSONS HIRED ARE SUBJECT TO A 12 MONTH PROBATIONARY PERIOD.

Please submit resume/application to:

Col. Dennis Parker
119 Pinewood Rd.
Leesburg, GA 31763

Or email to dparker@lee.ga.us

This position is opened until filled. Lee County Sheriff's Department is an Equal Opportunity Employer and Drug Free Workplace.

- *In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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