

Jackson County Sheriff's Office



399 Grindstaff Cove Road
Sylva, NC 28779

Sheriff Chip L. Hall
www.sheriff.jacksonnc.org

Office (828) 586-8901
Fax (828) 631-1113

Employment Opportunity

Position: **Detention Officer**
Permanent, Full-Time, Non-Exempt

Education & Experience Requirements: High school diploma or GED. A valid North Carolina driver license required.

Starting Salary & Benefits Information: \$30,883.39 (Grade SH46)

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

Application Requirements

Submit a completed Application for Employment to:

Jackson County Sheriff's Office
399 Grindstaff Cove Road
Sylva, NC 28779

OR

NCWorks Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment is available online at:

<https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: Continual Recruitment

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Detention Officer - Job Description

Job Requirements: This job requires considerable physical exertion at times and employees must be able to lift objects in excess of 74 pounds as well as complete a variety of tasks involving stooping, bending, and climbing. There are risks associated due to the environment of working in a detention center around inmates.

Training: Preferred applicants would hold a certification as a Detention Officer certified through the North Carolina Sheriff's Training and Standards. However, certification can be obtained upon hiring if necessary. Therefore all detention officers must meet the minimum standards set forth by the North Carolina Sheriff's Training and Standards.

Overview: Officer ensures that all inmates are secured and medical needs are met. Additionally ensures the safety and welfare of both detention officers and inmates are addressed according to rules and regulations.

Essential Duties:

- Visually check all inmates at designated times
- Perform additional checks on special needs inmates
- Perform inmate counts
- Perform laundry duties
- Process work release prisoners
- Process new inmates into the detention center
- Perform transportation of inmates
- Conduct cell and facility searches
- Maintain shift logs and other files
- Escort inmates to courts
- Assist with inmate visitations
- Other duties as assigned
- Work within a structured setting