

Jackson County Sheriff's Office



399 Grindstaff Cove Road
Sylva, NC 28779

Sheriff Doug Farmer
www.sheriff.jacksonnc.org

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

Employment Opportunity

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

Education & Experience Must be a US Citizen and twenty-one (21) years of age.

Requirements: Possess a high school diploma or GED.
Possess a valid North Carolina driver license.
Must successfully complete the Detention Officer Certification Course (DOCC) and obtain certification within 12 months.

Starting Salary: \$35,835.68 (Grade 20);
Annual salary increases provided in accordance with the county pay plan

Benefits Information:

Employer Paid Medical	Employer Paid Dental	Paid Holidays
Vacation Leave	Sick Leave	Employee Clinic
Wellness Program	Paid Training	Paid Uniforms
Supplemental Benefits Available	12 hours shifts = 14 work days per month	
Participate in the Governmental Employees' Retirement System		

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.sheriff.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

Department	Detention
Reports to	Detention Sergeant
FLSA Status	Non Exempt
Pay Grade	20
Revision Date(s)	07/2022

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described. Every duty associated with this position may not be described herein. Employees may be required to perform duties not specifically spelled out in this job description and such duties may reasonably be considered incidental to the performance of the job just as though the duties were actually written as part of this job description. Jackson County reserves the right to revise this job description at any time. This description does not represent in any way a contract of employment.

JOB SUMMARY

This position ensures that all inmates are secured and medical needs are met. The Officer also ensures that the safety and welfare needs of both detention officers and inmates are addressed according to rules and regulations.

ESSENTIAL JOB FUNCTIONS

- Visually checks all inmates at designated times.
- Performs additional checks on and segregate special inmates (suicide risk, high blood alcohol content, mentally ill, assault risk).
- Counts inmates at designated times.
- Ensures that all procedures are followed in detail for the receipt of new inmates.
- Performs laundry and cleaning duties.
- Processes inmates into and out of the facility; process work-release inmates in and out of the facility.
- Classifies inmates and house them according to state statutes.
- Performs inmate transfers to prison, other facilities and medical appointments; assists patrol with transporting involuntary commitments.
- Assists medical staff with passing medication and taking inmates to medical to see the nurse or doctor.
- Maintains shift logs (rounds and pass down), inmate records, and files.
- Escorts inmates to and from court.
- Sets up and monitors visitation.
- Runs main and second control rooms.
- Ensures the safety of all visitors to the facility.
- Performs other related job duties as assigned.

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QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; compliance with the minimum standards for training and certification set by the state of North Carolina for detention center personnel; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of North Carolina driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Must hold valid Detention Officer Certification Course (DOCC) certification. Must be able to work a varied work schedule, including nights, holidays, and weekends. Must be a US Citizen and twenty-one (21) years of age at time of initial employment date.

Knowledge, Skills and Abilities:

- Knowledge of County and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of the security, rules, regulations and procedures of the institution.
- Knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint.
- Skill in prioritizing and organizing work.
- Skill in oral and written communication.
- Ability to enforce institutional rules firmly and fairly.
- Ability to detect potential behavior problems of inmates.
- Ability to detect the early symptoms of common health problems.
- Ability to carry out oral and written directions accurately.
- Ability to supervise the activities of large groups of inmates.
- Ability to prepare records and reports.
- Ability to operate a motor vehicle.
- Ability to possess good physical agility and endurance.
- Ability to effectively communicate and interact with management, employees, members of the general public and other groups involved in the activities of the County as they relate to the department.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

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- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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WORK ENVIRONMENT

Work involves considerable degree of risk to personal safety. Work is performed primarily in an indoor and outdoor environment. The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.