

**VACANT POSITION  
DEPARTMENT: SHERIFF**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>  
**SUBMIT APPLICATION, PROOF OF EDUCATION & APPLICABLE FORMS TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Room 110  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Part-time Deputy Sheriff I (Position #2702)  
Salary: Pay Grade 13; Hiring Salary is \$16.31 per hour.  
Provisions of the Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: Day shift, part-time schedule not to exceed 24 hours per week.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires a High school diploma or state-awarded GED and a valid Georgia Driver's License. Must have a good work and driving record.

**GENERAL STATEMENT OF JOB:** Under general supervision, performs a variety of activities pertaining to Detention Center operation in accordance with established policies, regulations, and procedures. Performs those prescribed tasks such as guarding and directing inmates, patrolling assigned areas, escorting, preparing reports, inspecting property, preventing disturbances, supervising trustees, maintaining facilities, etc. Reports to the Sergeant and/or Corporal.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate equipment used to restrain inmates and must be licensed to operate a firearm (firearms are not used in the Detention Center, unless there is an emergency situation) a variety of automated office machines which includes computer, printer, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Responsible for a number of duties designed to maintain order and discipline within the facility and provides coordination and direction of various daily activities involving inmates.

Conducts those daily processes pertaining to incoming offenders such as body-searching, completing applicable forms during booking procedures, photographing, supervising phone calls by inmates, and inventorying of personal effects.

Conducts those daily processes pertaining to incoming offenders such as body searching, completing applicable forms during booking procedures, photographing, supervising phone calls by inmates, and inventorying of personal effects; explains rules, policies, and procedures; assigns cells; ensures inmates receive proper clothing and bed linen from the facility laundry.

Prepares and maintains a variety of reports and documents in performance of the job, including screening reports, booking reports, property reports, daily logs, personnel forms, cell assignment forms, incident reports, etc.

Performs necessary tasks such as providing basic or emergency first-aid to inmates and others as required; performs security inspections and head counts of prisoners under supervision, conducting safety and sanitary inspections of buildings/cells; examines packages, letters and other articles to detect and intercept contraband; handles inmate discharge as required.

Conducts security inspections of jail.

Administers inmate meals, maintaining proper use of County property; addresses shortages or discrepancies; ensures that arguments are resolved quickly.

Ensures inmates with special needs receive required attention including those with contagious disease, those with suicidal tendencies, or special medical problems. Ensures the safety and security of all visitors as well as inmates during visitation sessions and/or for any other reason deemed necessary.

Escorts inmates individually or in groups to/from compound, visiting room, hospital, and during sick call; supervises inmates at all times while under escort.

Operates and utilizes several types of equipment to complete daily responsibilities including cameras, copiers, handcuffs, and various restraining mechanisms, etc.

Provides assistance to supervisors in various assignments and activities, counseling and disciplining inmates as required.

Provides assistance to all personnel entering the facility and to various law enforcement personnel with difficult subjects.

May assist in transportation of prisoners between court and Detention Center, medical facilities and/or psychiatric hospitals.

Property accounts for the arrival and departure of private citizens, vendors, and others at the facility; maintains logs pertaining to those activities.

Conducts and monitors visitation on applicable days; archives visitation data.

Maintains accountability for all inmates in the detention center and in segregation/isolation cells; conducts shakedowns of the detention center and all inmates as needed; maintains all pertinent logs and documentation.

Properly accounts for, inventories, monitors use of, authorizes use of, secures, and/or returns all items that are used by or in the presence of inmates.

Provides assistance to supervisors in various assignments and activities; directs and disciplines inmates as required.

July 3, 2018