

CITY OF MILLEDGEVILLE

JOB ANNOUNCEMENT

POSITION: Detention Officer

DEPARTMENT: Police Department – 125 W. McIntosh Street

SCHEDULE: **Full-Time - 12 Hour Shifts**

SALARY: \$27,293.53 Annual - (\$12.497 Hourly)
Negotiable – Dependent Upon Experience

JOB ANNOUNCEMENT: June 5, 2018 to June 18, 2018

JOB SUMMARY:

This position is responsible for supervising inmates, providing for their care, safety and welfare and providing security at the jail. Responsibilities include: processing and booking of inmates, entering data, searching inmates, administering medications, first aid, receives and releases inmates being transferred to and from the facility, completes required paperwork, collects fines and serves meals. This position reports directly to the Detention Supervisor and Support Commander.

KNOWLEDGE REQUIRED FOR THIS POSITION:

- Knowledge of relevant federal and state laws pertaining to the incarceration of persons.
- Knowledge of first-aid and CPR techniques.
- Skill in typing, operating a computer, operating a camera and ability to perform mathematical calculations.
- Ability to pass and operate Live Scan device and State certified Intox course.
- Skill in the use of self-defense techniques.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the **completion of high school or equivalent**
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of a State certified Jailer’s School.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.
- Must possess a valid state of Georgia Driver’s License.
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(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)