



**BROOKS COUNTY BOARD OF COMMISSIONERS
QUITMAN, GA
POSITION ANNOUNCEMENT**

The Brooks County Board of Commissioners is currently accepting applications for the position of: **Detention Officer**, Jail, Brooks County, Georgia

Starting salary range: \$12.84/hr (Commensurate of Experience/Qualifications)

FLSA Status: Full Time / Exempt

The Brooks County Sheriff's Office is now accepting applications/resumes for position of Detention Officers for Brooks County Jail. This position is responsible for maintaining security at the jail.

DUTIES AND RESPONSIBILITIES:

- Maintains security of the facility by conducting security checks, head counts
- Perform cell searches and inspections.
- Perform all inmate booking functions, including searching, fingerprinting and
- Photographing inmates and documenting personal property.
- Issue meals, clothing, linens, and personal items to inmates.
- May operate the jail commissary.
- Order and receive supplies and maintain inventory.
- Checks jail docket.
- Observe locations and activities of inmates.
- Supervise inmates performing assignments and visitation times.

MANAGER(S):

- This position reports to Capt. Scott Murphy, Jail Administrator

SKILLS AND EXPERTISE:

- Knowledge of law enforcement and correction processes including bonding procedures.
- Knowledge of applicable state and federal laws, county and department policies and procedures.
- Skill in interpersonal communication; in use of computer, physical restraint methods and equipment; and oral and written communication.

EDUCATION AND REQUIREMENTS:

- Must have High School Diploma or a GED
- At least 18 years of age
- Valid Georgia Driver's License.
- Must submit to and have clean criminal history.

SALARY:

- Start at \$12.84

BENEFITS:

- After (30) days, Employee is eligible for Healthcare Benefits.
- After (90) day working probationary period, Employee is eligible for vacation, sick leave, holidays; and uniforms.

Brooks County, Ga. is an equal opportunity employer that offers a healthy work environment and benefits. Full scope of position and application for employment can be found at <https://brookscountyga.gov/career-opportunities/apply> Applications will be accepted by website submission, email, or mail (delivery of in-person applications are not permitted at this time) until the position is filled and should be presented to:

Brooks County Board of Commissioners
Attn: Kim Daniels, HR Coordinator
610 South Highland Rd. Quitman, GA 31643
kdaniels@brookscountyga.gov

Contact: Capt. Scott Murphy, Jail Administrator
Telephone: 229-263-8153