



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

**The Brooks County Board of Commissioners is currently accepting applications for the position of:**

**Detail Officer, Sheriff's Department, Brooks County, Georgia**

**Starting salary range: \$11.86 PT/\$12.84 FT hourly (Commensurate of Experience/Qualifications)**

**FLSA Status: Part-Time & Full-Time / Non-Exempt**

---

Brooks County Sheriff's Department – Quitman, GA is seeking to hire a part-time to full-time Work/Detail Officer. The person in this position will be responsible for the custody, control, and transfer of inmates assigned to the unit in compliance with company policies and procedures and jail standards established. Full-Time status and hire will split their time between Detail and Detention Officer Duty. Part-Time status will be completely dedicated to the Detail Officer responsibilities.

**ESSENTIAL FUNCTIONS:**

- Search for contraband and provide security.
- Responsible for insuring all necessary paperwork for the transfer of inmates/detainees is in order.
- Properly prepare and maintain records, forms and reports, as appropriate.
- Provide custody and security of inmates. Responsible for the transfer of inmates from one agency to another.
- Shall fully inspect the transport vehicle. During inspections, the officer will account for all tools & equipment, inspect the interior & exterior of the vehicle, search for any contraband and ensure that all cages are firmly attached and do not pose a security risk and is safe to drive.
- Read, review and properly apply information found in inmate records which is related to the inmates' health and safety and to the security of the facility. Provide appropriate information to other personnel.
- Adhere to the Work/Detail orders set forth by the county.
- Maintain logs as indicated by the applicable standards.

**REQUIREMENTS:**

- High school diploma or equivalent or GED required.
- Ability to obtain or maintain current CDL License with Passenger and Bus endorsement strongly preferred, but not required.
- Must be at least 23 years old.
- No criminal history and valid drivers license with acceptable driving record.

- Must be P.O.S.T certified and in good standing with GA P.O.S.T. and have all training for P.O.S.T. certification up to date.

JOB TYPE: Part-Time / Full-Time

- Part-Time: \$11.86
- Full-Time: \$12.84

BENEFITS:

- None for Part Time
- Benefits Package Discussed at Time of Interview for Full-Time

SCHEDULE:

- 6-8-hour shifts; based on status when hired
- Day shift

EDUCATION, AND EXPERIENCE:

- High school or equivalent (Required)
- Corrections: 1 year (Required)

LICENSE/CERTIFICATION:

- CO and/or LE with Georgia POST certification (Required)
- Georgia Drivers license (Required)
- Georgia CDL license (Preferred)

WORK LOCATION:

- On the road

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](mailto:kdaniels@brookscountyga.gov)