

## JOB VACANCY ANNOUNCEMENT

**DATE: JANUARY 14, 2010**

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
<b>DETENTION OFFICER I/ Trainee</b>	<b>FULL-TIME</b>	<b>\$ 31,637</b>	<b>D120</b>

DEPARTMENT/LOCATION	Position Number	Application Close Date
<b>CUMBERLAND COUNTY SHERIFF'S OFFICE</b> <i>An Internationally Accredited Agency</i>		<b>OPEN RECRUITMENT</b>

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Must be met by applicant for referral as a fully qualified or trainee applicant as indicated below. Failure to meet these requirements may result in your application not being considered and/or forwarded. Those meeting these minimums may or may not be forwarded and considered for interview based upon the size and qualification level of the applicant pool.

**DETENTION OFFICER I/Trainee:** Must be a United States Citizen, be at least 21 years of age, possess a high school diploma or GED and a valid North Carolina driver's license. Must be able to pass a comprehensive background investigation which includes, but not limited to, criminal background check, polygraph, medical exam, drug-screen, psychological screening and credit check.

**HOW TO APPLY: (Failure to follow these instructions may result in your application not being considered.)**

Employment application packets may be obtained from the Cumberland County Sheriff's Office, Human Resources – Room 214, 204 Gillespie Street, Fayetteville, NC, 28301-5793 or by calling (910) 672-5671 or you may apply at the NC Employment Security Commission Office. Application packets will be received and distributed anytime Monday through Friday from 8:00 am to 5:00 pm. Application packets must be received in this office by 5:00 pm on the closing date listed on this announcement. Completed application packets must be notarized by a NC Notary Agent and applicants must present a copy of their social security card, birth certificate, driver's license, and military discharge form DD214 (if applicable.) Resumes may be attached to applications; however, will not be accepted in lieu of a completed application.

**CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to or immediately after appointment. Failure to comply with or fulfill these conditions may result in dismissal.)**

Must have or obtain and maintain a valid North Carolina driver's license with an acceptable driving record. Must have and maintain a clean criminal record, live within forty (40) miles of the Law Enforcement Center, submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy.

**GENERAL POSITION DESCRIPTION AND DUTIES: (Typical for this position - may be changed or amended without notice.)**

Under general supervision, the purpose of the position is to provide security services for the County jail. Employees in this classification perform detention facility duties to in-take, process, monitor, feed and transport inmates for the purpose of ensuring their safety and security while incarcerated in the jail. Performs related work as required.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS: (Evaluation factors for employees with this classification – may be changed or amended without notice.)**

Has thorough knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Jailer I. Has knowledge of court processes such as release orders, judicial commitments, etc. Has thorough knowledge of principles and practices of monitoring and securing inmates to include responding to altercations, escorting, maintaining records; and maintaining orderly conduct. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position such as knowledge of constitutional rights of prisoner, laws of arrest, search and seizure. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with interdepartmental personnel, as well as any external entities with whom position interacts

