

JOB VACANCY ANNOUNCEMENT

DATE: MARCH 1, 2006

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
DETENTION OFFICER I / Detention-Cadet	FULL-TIME	\$26,283 \$23,655(Cadet)	62

DEPARTMENT/LOCATION	Position Number	Application Close Date
CUMBERLAND COUNTY SHERIFF'S OFFICE FAYETTEVILLE, NORTH CAROLINA <i>An Internationally Accredited Law Enforcement Agency</i>		OPEN RECRUITMENT

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 / Detention Cadet: 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 may include, but not be limited to, criminal background check, credit check, oral interview, written tests, polygraph, psychological screening, and a medical exam with a drug-screen.

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 Detention Center, Human Resources – Room 214, 204 Gillespie Street, Fayetteville, NC, 28301-5793, (910) 672-5671 or you may apply at the NC Employment Security Commission Office. Application packets will be distributed and received 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 DD-214 (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 obtain and maintain a valid North Carolina driver's license with an acceptable driving record. Must have and maintain a clean criminal record, reside within forty (40) miles of the Sheriff's 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 Detention Center. 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 Detention Center. 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 a Detention Officer 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.

The Cumberland County Sheriff's Office, An Equal Opportunity Employer, Hires Only United States Citizens And Lawfully Authorized Aliens Who Are In Compliance With The Immigration Reform And Control Act Of November 6, 1986.