

**POSITION: Detention Officer**  
**DEPARTMENT: Macon County Sheriff's Office**  
**Grade: 24**  
**Starting Salary: \$34,931.00**  
**Position Number: 432127**  
**Posted: February 14, 2024**  
**Closing Date: Until Filled**



### **GENERAL DEFINITION OF WORK**

Performs protective service work processing inmates, maintaining jail security, transporting inmates to court, medical and related facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Detention Officer/Shift Supervisor

### **Qualification Requirements**

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.***

### **ESSENTIAL FUNCTIONS**

Ensures the safety and security of inmates within the County jail; patrols jail area periodically to ensure security and maintain order; conducts head counts, resolves conflicts, performs cell searches and removes dangerous and unruly inmates as necessary

- Receives and processes inmates into custody of institution; searches prisoners; takes charge of personal property; provides opportunities for inmates to call attorney or relatives; advises inmates on institutional rules and regulations
- Operates electronic door system and control panel; maintains key and radio control
- Supervises inmates during meals, personal hygiene and related activities for conformance to institutional rules, regulations and procedures
- Escorts and transports inmates to court and other required appointments
- Delivers food to inmates, removes trays and food carts
- Distributes medication to inmates as prescribed or directed; contacts nurse in medical emergencies
- Records visits; ensures the safety and security of visitors; inspects items brought into the jail; checks incoming and outgoing mail
- Receives, receipts and accounts for funds deposited into inmate accounts
- Prepares and maintains logs, reports and records; organizes files; answers telephone; contacts other agencies; responds to inquiries
- Performs general maintenance and cleaning of jail facilities; ensures facility is in proper working order; reports maintenance issues

## **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the security, rules, regulations and procedures of the institution; general knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of large groups of inmates; ability to prepare records and reports; ability to operate personal computer and appropriate software packages; ability to establish and maintain effective working relationships with associates, inmates and the general public

## **EDUCATION AND EXPERIENCE**

High school diploma or GED, or equivalent combination of education and experience

## **PHYSICAL REQUIREMENTS**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic)

## **SPECIAL REQUIREMENTS**

- Possession of or the ability to obtain Detention Officer certification within one year of employment
- Valid driver's license in the State of North Carolina

## **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

### ***Mail to:***

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**  
**All prospective employees are subject to a criminal background check**