JOB OPENING
Troup County Government

Position:	*Dept:*	*Salary:*
Correctional Officer	Correctional Institution	$ 11.40/Hour

Under general to limited supervision and in accordance with county and state policies, procedures, guidelines, rules, and regulations, supervises and controls offenders at the correctional facility and work sites or construction/maintenance projects. Performs duties of assigned post which may include work details or assignments to a specialty ares(s) such as laundry operations, inmate store, grounds maintenance, facility maintenance, warehouse, tool and key control, offender discipline, offender transportation, construction services.

The qualified candidate will have:

- ⇨ High school diploma or GED from an accredited facility and current, valid driver's license
- ⇨ Be at least 18 years of age and a citizen of the United States
- ⇨ No felony convictions, convictions of domestic violence, or shall have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law
- ⇨ Driving record should be free of disqualifying traffic violations as set forth in County guidelines
- ⇨ Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record
- ⇨ Possess good moral character as determined by investigation under established procedure
- ⇨ Be free from any physical, emotional, or mental conditions which may adversely affect the exercising of the powers or duties of a peace officer
- ⇨ Must obtain certification through Georgia Peace Officer Standards and Training Council as a law enforcement officer within six months of employment
- ⇨ Must be able to work 9 or 12 hour shift, day shift or night shift, depending on assignment
- ⇨ Skill in written, verbal, and interpersonal communication

Essential duties and responsibilities include the following:

- ⇨ Maintains order and discipline among offenders
- ⇨ Maintains accountability for people and/or things as applicable to assigned posts
- ⇨ Maintains constant security and control of assigned posts
- ⇨ Helps insure the safety of staff, inmates, and the surrounding community by conducting safety inspections, security inspections, sanitation inspections, work site inspections, and/or contraband searches of assigned areas of offenders
- ⇨ Completes or updates documentation regarding areas such as shift or post activity, incidents of offenders behavior/misconduct, institutional or work site security, safety, or sanitation, offender counts, offender rosters, tools and equipment inventories
- ⇨ Provides support to various care and treatment and custody programs as required
- ⇨ Serves as lead or senior correctional officer, providing leadership/supervision and training to less experienced correctional officers
- ⇨ Responsible for intake, out-processing of departing offenders, and for keeping a variety of offender records
- ⇨ Performs all other related duties as assigned

A superior officer reviews work assignments and gives specific instructions and assistance when guidance or back up is needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves personal danger.

Applications will be accepted Until Filled *in the Human Resources Office located in the Government Center, Third Floor, Room 3202, 100 Ridley Avenue, LaGrange, GA 30240.*

Job #: 09012010 Correctional Officer Grade: 10

Lavelle Barnes, Human Resources Director

Michael J. Dobbs, County Manager

Troup County is an Equal Opportunity Employer and a Drug Free Workplace