

Jail Officer

Detention Center Division

McDuffie County Sheriff's Office

SALARY GRADE: 12AA

JOB SUMMARY: This position is responsible for the operation of the Detention Center in compliance with McDuffie County Sheriff's Office policies and procedures and state/federal laws to ensure the safe, legal and humane custody and care of incarcerated persons.

CHAIN OF COMMAND:

This position answers to a Detention Center Sergeant.

CRITICAL RESPONSIBILITIES/DUTIES:

Maintains jail security by performing routine security checks within/around the facility, searching areas and persons for contraband, maintaining accurate counts of inmates at regular intervals, and by controlling entrances/exits and inmate movement throughout the facility

Performs tasks of inmate booking, to include photographing, fingerprinting, running criminal histories, processing related paperwork, and updating inmate rosters, cell checks, inmate work details, court duty

Operates Control Rooms, monitors audio and video surveillance equipment and coordinates movement within the facility

Prepares and processes bonds, documents inmate visitations, and records the release of inmate property

Ensures that inmates' needs are met without compromising security, including access to meals, medical care, religious worship, exercise, and hygiene standards

Performs other related duties as needed

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

Knowledge of federal, state, and local laws/ordinances, as well as current jail practices and procedures

Knowledge in the administration of first aid and CPR

Skill in use of computers, copiers, fingerprinting equipment, cameras, two-way radios, monitoring equipment, and fire extinguishers

Skill in written/oral communication, public relations, and the observation of human behavior

Skill in the use of firearms and defensive tactics

MINIMUM QUALIFICATIONS:

High School graduate from school accredited by Southern Association of Colleges and Schools™/or its equivalent

GED from school accredited by Southern Association of Colleges and Schools™ or its equivalent

Holds current and active POST Georgia jailer certification or is able to obtain and maintain in good standing this certification

Must be able to qualify on the standard MCSO Rifle, Shotgun and Handgun Qualification Course

Must become certified in the use of oleoresin capsicum (OC) spray

Must become certified in the use of Taser®

Must be able to pass any and all drug/alcohol screens

Must be able to pass a criminal and credit background check

Must not have a pattern of traffic or misdemeanor offenses which indicates a disregard for rules and regulations

Must comply with tattoo and body piercing restrictions

BASIC PHYSICAL CAPABILITIES REQUIRED:

Walking, running moderate distances, bending, reaching, and climbing stairs and ladders

Lifting, dragging, and pulling objects and people

Pushing and pulling heavy objects

Use of hands/feet for self-defense and maintaining a moderate duration of force with subjects

Use of restraining and control holds and/or restraining devices

PHYSICAL REQUIREMENTS:

Must meet appearance standards as set forth by the Sheriff.

“An Equal Opportunity Employer”

McDuffie County Sheriff's Office

MCDUFFIE COUNTY, GEORGIA

EMPLOYEE SALARY AND BENEFITS

JAIL OFFICER – Sworn Position

FY 2018

Grade and Step 12AA

Salary

\$ 28,362.08 (certified)

Blue Cross/Blue Shield

Per Pay Period

Employee	\$0.00
Employee + Spouse	\$
Employee + Children	\$
Family	\$

Dental – This is an optional plan

Employee	\$
Employee + Spouse	\$
Employee + Child	\$
Family	\$

Vision – This is an optional plan

Employee	\$
Employee + Spouse	\$
Employee + Child	\$
Family	\$

Life Insurance and A D & D Insurance

Basic term life insurance and accidental death and dismemberment insurance are furnished at no cost to employees covered in the health insurance program. Life insurance is a benefit paid in the event of an employee's death by illness, accident, or natural causes. Accidental death and dismemberment (AD&D) insurance pays the employee's beneficiary, or estate for the accidentally lose a limb or death in an accident. An employee may purchase additional individual and dependent life insurance at a minimal cost.

Annual Leave

Vacation: Accumulated by pay period. Maximum accumulation may not accrue in excess of 320 hours.

<u>Years of Employment</u>	<u>Yearly Accumulation</u>
0 – 2	40 hours
3 – 4	80 hours
5 – 14	120 hours
15 and above	160 hours

Sick: Accumulation by pay period. There is no maximum accrual of sick leave.

Holidays: 11 paid holidays per year. A holiday is 8 hours.

New Year Day, Martin L. King Day, Memorial Day, July 4, Labor Day, Thanksgiving & day after, Christmas Eve & Christmas Day, Veterans Day, and a floating day.

Retirement Plans

Pension Plan: The plan is a defined benefit plan and is provided at no cost to the employee. The plan is designed to provide a monthly retirement income in addition to other retirement savings plans and Social Security, which an employee may be eligible to receive. Employees are entitled to participate in the plan on January 1 after completion of three years of continuous service.

An employee is vested after completing five years of credited service. Normal retirement age is 65 with at least ten years of service. Employees would be eligible for reduced early retirement benefits at age 55 with ten years of service. The amount of an employee’s retirement is based on four factors:

1. Total years of credited service;
2. Final average earnings;
3. Age at retirement;
4. Benefit formula.

Deferred Compensation 457:

This is an optional plan. This is a supplement retirement program which allows an employee to contribute a portion of their salary, before federal and state taxes, to a retirement account. McDuffie County provides a retirement benefit as listed above and as such does not contribute to this plan or match any employee contribution to this plan. The government’s aim in establishing these tax-favored plans is to encourage workers to build their own financial security in anticipation of retirement. McDuffie County employees are eligible to enroll in the Deferred Compensation Plan after 30 days of employment. This plan belongs to the employee and when employment is terminated the employee is entitled to take the plan with them.

Uniforms:

Provided

YMCA

Paid membership to the YMCA

Additional Benefits

Uniform Cleaning: Paid by McDuffie County

Flu shots: No charge

If selected for employment you will meet with the Human Resource Coordinator who will explain in greater detail the information provided above.

NOTE: Salary and benefits are set and provided by the McDuffie County Board of Commissioners and as such are subject to change at the pleasure of the Board.