



COLUMBIA COUNTY SHERIFF'S OFFICE

OPEN POSITION ANNOUNCEMENT APPLICATION CLOSE DATE – OPEN UNTIL FILLED

The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	DETENTION OFFICER – DETENTION DIVISION
HOURS:	Full time, 12-hour shifts with rotating days off, some weekends and holidays. 24 hour operation. May be called in for emergencies or to accommodate staffing requirements.
SALARY:	\$33,000/year. Education bonus, incentive pay, and equipment. Bi-weekly pay period (\$1269.23/pay period).
DESCRIPTION:	Highly responsible security work maintaining physical custody and control of inmates within the Sheriff's Office Detention Center. Responsible for receiving and processing inmates, enforcing disciplinary procedures for the control of inmate behavior, and the preparation of reports and documents necessary for operational procedures. Receives arrestees from law enforcement agencies and adheres to clearly established procedures for inmate processing including searching, fingerprinting, photographing, and posting personal items to trust fund account cards.
TRAINING:	Detention Officers are provided with agency-conducted training, which includes operational issues, policies and procedures, and instructions for performing the duties of the position. Detention Officers are provided with regular, in-service training to maintain current FDLE/CJSTC Correctional Officer certification.
REQUIREMENTS:	To apply for this position: Complete Job Application Provide Copy of High School Diploma/GED Possess current FDLE/CJSTC Florida Correctional Officer Certification Must have a current valid Florida Driver's License or ability to obtain one
SELECTION:	Selected applicants will be scheduled for an oral interview board with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
DEADLINE:	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org (Applications that are Incomplete, Missing Information or Faxed will not be processed).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130; Fax: 386-719-7596

EQUAL EMPLOYMENT OPPORTUNITY