

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**DETENTION OFFICER - PRIVATE FIRST CLASS (PS101266)**

**DEPARTMENT: SHERIFF'S OFFICE - DETENTION CENTER**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist in overseeing the operation of the Detention Center of the Sheriff's Office. Assist in assigning, directing, supervising, and overseeing duties of assigned staff, evaluates, and makes recommendations as appropriate. Assist in the documentation and maintenance of administrative records, inmate records/reports to include: intakes, property counts, releases, inmate infractions, population control, the verification and review of court documents, entries in the jail management system, and victim / witness check sheets. Assist in overseeing subordinate detention officers to ensure that all receiving duties, to include obtaining pertinent information from arresting officers, fingerprinting, photographing, processing valuables, and interviewing inmates to ascertain pre-existing health conditions, allergies, and other related problems are correctly noted placed in their file. Assist in supervising the process and procedure involved in the release or transfer of an inmate, to ensure complete and accurate entries in the required documents, the verification and return of inmate valuables and possessions. Assist to ensure that officers are in their assigned areas of responsibility, dressed in accordance with the uniform dress code, and in possession of required equipment. Comprehension and completion of outlined objectives and observance of the detention center philosophy, goals, and policies in the exertion of their assigned duties. Provides immediate response to any reports of an inmate death or escape and assist in the preservation of the crime scene to ensure evidence is not disturbed. Assist in supervising all environmental duties assigned inside and outside the detention center to ensure a clean safe environment for inmates and staff. Stays abreast of all aspect of the detentions emergency actions plans to ensure preparedness if execution is required. Assist in supervision of the operation in the control tower to ensure a safe and secure environment at all times. Assist in providing needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways or addressing such problems. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities. Performs other duties as assigned.

**QUALIFICATIONS:**

**Private First Class - Certified:** High school graduate or equivalent and one (1) year general work experience. S.C. Criminal Justice Academy LE-2 certification.

**Private First Class - Uncertified:** High school graduate or equivalent and one (1) year general work experience. Must obtain the required S.C. Criminal Justice Academy LE-2 certification within **one (1)** year of employment. If employee is unable to obtain the required certification within the specified time period, employee will be terminated from service.

Must be at least 21 years of age at time of application.

Valid driver's license for South Carolina. Must have safe driving record. *Applicant is responsible for submitting a 10-year driving record (dated within 12 weeks) with the application.*

Departmental testing will be administered during interview. Initial testing consists of extensive background check, Nelson Denny, and then a polygraph test. Upon successful completion of those tests, selected candidates will then proceed to the physical agility testing with an interview to follow.

Post offer drug testing, psychological exam, pre-placement physical and a functional evaluation capacity test will be required.

Completed degree(s) beneficial to position may be partially considered as work experience.

**DISQUALIFICATIONS:**

Possession or use of marijuana within the past 2 years.

Possession or use of any other illicit drug including recreational use of prescription drugs within past 10 years.

Distribution, sale, or manufacturing any drug as an adult.

Conviction of DUI or DWI within past 5 years.

Conviction of Driving Under Suspension within past 5 years.

Conviction of a felony, serious misdemeanor, or crime of moral turpitude.

Default student loan.

Unresolved judgments and tax liens.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit, walk, and stand and use hands to handle, or operate objects, tools, or controls: and reach with hands and arms. The employee must be able to kneel and bend at the waist. The employee must be able to use hands and fingers to handle objects such as weapons, handcuffs, etc. The employee is required to walk, talk and hear. The employee must be able to lift and carry up to seventy-five (75) pounds and move one hundred fifty (150) pounds. The employee must have the ability to restrain prisoners. The employee may be required to run in order to apprehend a person. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position is subject to the hazards of investigatory and general law enforcement work.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK:**

**This position is non-exempt and reports directly to the Detention Center.** Twelve (12) hour work schedule on assigned shift. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Private First Class – C18**

**Entry Level Bi-Weekly Pay Range: \$1,099.23 - \$1,264.12**

**Date of Posting: 02/10/2016**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

**APPLICANTS MAY RE-APPLY FOR EMPLOYMENT AFTER ONE (1) YEAR IF NOT SELECTED.**

***POSTING SUBJECT TO CLOSE AT ANY TIME.  
APPLICATIONS WILL NOT BE ACCEPTED ONCE THE POSTING IS CLOSED.***