

**VACANT POSITION**  
**DEPARTMENT: CORRECTIONAL INSTITUTION**  
**SUBMIT APPLICATION, PROOF OF EDUCATION, AND POST CERTIFICATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or to the HUMAN RESOURCES OFFICE  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Contract Detail Officer (Position #1528)  
Salary: Pay Grade 16; Hiring Salary Range: \$30,877 - \$35,808 per year.  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: Monday – Friday, 40 hours per week. Occasional overtime required.  
This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires a High School diploma or state-awarded GED. Must be a P.O.S.T. certified Correctional Officer with at least 2 years' experience as a Correctional Officer. Must possess a valid GA Driver's License; must have good work and driving records (no DUI within last 5 years). **Employment is contingent upon renewal of the work detail contract.**

**GENERAL STATEMENT OF JOB:** Under general direction, supervise the work of inmates in the completion of any job task assigned by the contract detail supervisor. Duties include, but are not limited to, the operation of light equipment while on detail and performing duties inside the Correctional Institution when called upon. Reports to the Warden or his designee.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of law enforcement and restraining devices including handcuffs and be certified to operate a firearm; must be proficient at operating light equipment including, but not limited to, Tractors and bush hogs, shovels, picks, bush axes, etc. Must be able to use body members to work, move or carry objects or material. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

### **ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Exercises responsibility for supervising inmates in the performance of any job task assigned by the contract detail supervisor; ensures compliance with established policies and full utilization of personnel materials, and facilities with concern for quality, safety and efficiency.

Ensures that working signs and warning zones are put up daily as required.

Ensures that all inmates are provided with clothing that is visible to motorist.

Ensures that all inmates have been trained and have a good working knowledge of the equipment or chemicals being used before being assigned a specific job task.

Ensures accurate count of inmates at all times while on the job site; works to prevent escapes and to protect the public from inmates and the inmates from the public.

Perform security inspections of vehicle and job site for safety and contraband.

Provides emergency and/or basic first aid to inmates as required.

Properly accounts for, inventories, monitors use of, secures and/or returns items such as chemicals, tools, equipment, materials, supplies, etc. that are utilized by or in the presence of inmates.

Performs other duties as assigned by the Warden or his designee.

August 14, 2017