

HENDERSON COUNTY SHERIFF'S OFFICE



Sheriff Lowell S. Griffin

100 North Grove Street
Hendersonville, NC 28792



Memo

To: All Interested Candidates

From: Sheriff Lowell S. Griffin

Date: June 11, 2021

Re: **Job Posting –Detention Officer**

The Henderson County Sheriff's Office is currently accepting applications for Full Time Detention Officer positions in the Henderson County Detention Center.

Duties and Responsibilities: Performs booking duties required during the intake processes of detainees. Conducts inmate checks, monitors cameras for detainee's activity and behavior, secures and/or physically restrains violent and uncontrollable detainees. Must have the ability read and understand court paperwork as well as to write reports to document incidents, inspections, and logs as required. Ensure the safety of detainees, personal hygiene, cleanliness of cells, arrange medical attention. Transport detainee to other jail facilities, court and medical facilities.

Qualifications:

- High school graduate or the equivalent
- No law enforcement or detention experience necessary
- Must be 20 years of age at time of initial employment date
- Must be a US Citizen
- Must be able to work a varied work schedule including nights, holidays and weekends
- Physical Requirements:
 - Exertion of up to 150 lbs of force occasionally, excess of 50 lbs frequently or excess of 20 lbs constantly as well as other physical requirement.
- Within one (1) year of hire, must successfully obtain a Detention Officer Certification as required by the State of North Carolina.

Henderson County provides a competitive benefits package that includes medical, dental and prescription coverage, as well as an on-site wellness clinic, 401(k) and 457(b) plans, various voluntary insurance products and local government retirement. Employees have access to gym and workout areas as well as training opportunities for career enhancement.

To obtain an application, visit www.hendersoncountync.gov/sheriff. Applications may be submitted in person at the Henderson County Sheriff's Office, 100 North Grove Street, Hendersonville, NC 28792, by fax to 828-698-4499 or via e-mail to sheriffjobs@hendersoncountync.gov.

The deadline for application is: Open until filled.

Salary: \$23.50