



**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.

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| <b>POSITION TITLE:</b> | <b>DETENTION OFFICER (SWORN POSITION)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>HOURS:</b>          | 12 HOUR SHIFTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SALARY:</b>         | \$1346.15 Biweekly / \$35,000 Per Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DESCRIPTION:</b>    | Under general supervision of a Detention Sergeant, performs work of average difficulty and responsibility in dealing with persons under confinement and includes the care, custody, restraint, when necessary, and general welfare of inmates detained at the detention Facility. Incumbent generally works an assigned shift at an assigned facility. Work is performed with some independence. Incumbent must be able to exercise good judgment and initiative in handling routine and emergency situations. The primary duties and responsibilities in this position are the custody and physical restraint, when necessary, of prisoners or inmates within the detention facility, or while on work detail outside the facility, or while being transported.                                                                                                 |
| <b>DUTIES:</b>         | <ul style="list-style-type: none"><li>• Abide by the "Law Enforcement Code of Ethics".</li><li>• Have knowledge of Agency Policies and Procedures, Directives, Post Orders, Florida State Statutes, Accreditation standards and FMJS.</li><li>• Be responsible for the reception, custody, control and release of inmates.</li><li>• Write or type clear, legible, complete and accurate reports, logs and other records pertaining to inmates and their movement.</li><li>• Maintain order and discipline within the facility, enforcing all inmate rules and regulations and reporting all violations promptly, in writing, to a Detention Facility Supervisor.</li><li>• Be constantly alert and security conscious in order to prevent escapes, introduction of contraband or other violations.</li><li>• Perform other related duties as required</li></ul> |
| <b>REQUIREMENTS:</b>   | <ul style="list-style-type: none"><li>• Be a High School Graduate or have a GED.</li><li>• Have completed the basic recruit training course for Correctional Officers and be eligible for, or possess a current employment certificate of compliance for Correctional Officers issued by the Criminal Justice Standards and Training Commission.</li><li>• Must be 19 or older at time of hire</li><li>• Current valid Florida driver's license</li><li>• No felony convictions within lifetime</li><li>• No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime</li></ul>                                                                                                                                                                                                                                          |

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| <b>SELECTION:</b>    | Selected applicants will be scheduled for an oral interview 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.                                                                                                         |
| <b>DEADLINE:</b>     | 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 <a href="http://www.columbiasheriff.org">www.columbiasheriff.org</a> .<br><b>(Applications that are incomplete, missing information or faxed will not be accepted).</b> |
| <b>CONTACT INFO:</b> | Human Resources Division, Columbia County Sheriff's Office<br>4917 East US Hwy 90, Lake City, FL 32055<br>Office: 386-758-2130                                                                                                                                                                                                                                             |

**EQUAL EMPLOYMENT OPPORTUNITY**