



ASHE COUNTY SHERIFF'S OFFICE

SHERIFF B. PHIL HOWELL CHIEF DEPUTY DANNY HOUCK



Ashe County Sheriff's Office

POSITION: Detention Officer I

STARTING PAY: Grade 106-1, \$40,348.49

DEADLINE: August 30th, 2024 at 5:00 pm

The Ashe County Sheriff's Office is advertising the position of Detention Officer I. This position is currently assigned to the Detention Division of the Sheriff's Office.

DUTIES

- Complete security rounds by foot and supervise inmates.
- Make supervision rounds of each inmate two times per hour at irregular times.
- Escort inmates to attorney and interview rooms, medical, court, visitation, escort pod working inmates to supplies, and janitorial closet to fill, empty, and clean mop buckets and rags.
- Supervise Pod Working Inmates, and Trustees that include laundry detail.
- Distributing meals while keeping up with special diets, including medical exceptions.
- Responsible for Inmate Headcounts, Maintenance Checklists (Locks, Signs, Lights), Perimeter Security, and Checklists.
- Responsible for responding to fights, emergency medical situations, and sick calls when presented.
- Distributing medication, making sure medications are taken properly and chain of custody is verified.
- Responsible for the overall security, safety, and sanitation of the pods and perimeter.
- Supervise the isolation cells and record the time of rotations. Rotate inmates out of cells into the dayrooms individually to make sure each inmate gets out 1 hour a day for 3 days per week.
- Make recommendations on cell reassignment based upon issues and observations.
- Enforce inmate rules and regulations, commissary, etc. Conduct cell inspections and cell searches routinely and as needed
- Upon Intake the officer will search, secure, process, fingerprint, and photograph arrestees and commitments from court and probation.
- Enter charges into the computer and logbook.
- Complete suicide screening forms, and medical screening forms for each newly admitted inmate.
- Complete classification and pod/cell assignment



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- Process property for contraband, strip search, shower, issue jumpsuit and care package, etc.

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REQUIRED TRAINING

- Detention Officer Certification Course (within 1 year)

MINIMUM QUALIFICATIONS

- Ability to communicate effectively with superiors and other agencies.
- Ability to work under pressure.
- Ability to occasionally lift loads over 20 lbs.
- High School Diploma or GED.
- Valid NC driver's license.

Internal candidates may submit their resumes to Captain Linda Carrow.

External candidates may apply in two ways. You can visit www.Indeed.com and search for Detention Officer in Jefferson, NC. Or you can complete the application located at the very bottom of <https://ashesheriff.com/about-the-office/employment/>. If you print the application, please ensure that everything is completed by the applicant, is legible, and is brought in person to the front desk of the Sheriff's Office.

For more details about the health benefits of the Ashe County Sheriff's Office, please visit <https://ashesheriff.com/about-the-office/employment/>.



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*For questions and concerns, please contact Captain Linda Carrow at
(336) 846-5611.*