



# ASHE COUNTY SHERIFF'S OFFICE

SHERIFF B. PHIL HOWELL      CHIEF DEPUTY DANNY HOUCK



## Ashe County Sheriff's Office

### POSITION: Detention Officer II

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

#### DUTIES

- Make security rounds and supervise inmates.
- Make supervision rounds with pipes and upload to Timekeeping Systems Software supervising each inmate **2 X 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, clean mop buckets and rags.
- Supervise Pod Working Inmates and Trustees.
- Supervise laundry detail.
- Distributing meals while keeping up with special diets, including medical diets. Taking up trays and trash.
- 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 signed for after checking off on med sheets.
- Responsible for the overall security, safety, and sanitation of the pods and perimeter.
- Supervise the isolation cells and use pipe to record supervision rounds. 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 computer and logbook.



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- Complete suicide screening forms, and medical screening forms for each newly admitted inmate.
- Complete classification and pod/cell assignment.
- Process property for contraband, search, shower, issue jumpsuit and care package, etc.

**SALARY:** Grade 61-1, \$35,298

Grade 62-1, \$36,819 with certification

## **REQUIRED TRAINING**

- Detention Officer Certification Course (within 1 year)

## **PREFERRED QUALIFICATIONS**

- 1 or more years of experience as a Detention Officer.

## **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 drivers' license.