



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** May 8, 2017  
**RE:** Job Posting - Detention Officer - Henderson County Sheriff's Office  
**(Benefit-Eligible)**

**Duties and Responsibilities:** Actively pursues goals and objectives of the agency. Responsible for maintaining the safety and security of inmates and jail staff. Carries out shift functions to include serving meals and distributing cleaning supplies. Facilitates inmate intake process, safety and security checks, clerk functions and completion of incident reports. Conducts documented inspections of all security devices / equipment. Performs booking procedures of detained individuals to include: fingerprinting, photographing, searching individuals and accounting for any money / property. Processes individuals out of the detention facility, performs bonding procedures and completes all required forms. Prepares written reports, such as memos, letters and activity reports and enters data into the computer. Maintains cell block logs and records inmate activity. Conducts security and inmate body count checks and routine shakedowns of all cells. Escorts inmates to/from court appearances, sick calls and other jail facilities. Ensures the personal hygiene and health of inmates and cleanliness of cell areas. Acts as liaison for supervised programs within the jail.

**Requirements:** Must possess a valid North Carolina Driver's license. Must possess (or obtain within first 12 months of employment) Detention Officer Certification in accordance with the North Carolina Sheriff's Training and Standards Commission. Must have a working knowledge of standard office procedures and possess basic computer and arithmetic skills. Must possess good written and verbal communication skills. Must be able to deal swiftly and decisively with potentially violent individuals and take appropriate authoritative action. Must utilize precautions to be protected from contracting infectious diseases. Physical requirements include very heavy work requiring the exertion of up to 150 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Also includes climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling and lifting. Must be able to attend work regularly and work all shifts including holidays, weekends and mandatory overtime. Must be able to work both independently and as part of a team.

Pre-employment drug test and background checks required of finalist applicants. Open until filled. EOE M/F/D/V

An application for employment specific to the Sheriff's Office, obtained from our website, [www.hendersonsheriff.org](http://www.hendersonsheriff.org) or from the front desk at the Sheriff's office, must be completed and submitted in person or by mail to the Henderson County Department of Human Resources OR to the Sheriff's Office (100 North Grove Street, Hendersonville, NC 28792) OR by email to Professional Standards at [Sheriffjobs@hendersoncountync.org](mailto:Sheriffjobs@hendersoncountync.org).

**Starting rate: Grade 43 - \$15.79 per hour, non-exempt**