

**NORTHAMPTON COUNTY LOCAL GOVERNMENT  
NOTIFICATION OF POSITION VACANCY**

**August 21, 2023**

**Detention Center Officer**

Northampton County is accepting applications for an opening in its Sheriff's Department. The Detention Center Officer shall perform inmate intake, detention, care, and release work in accordance with established policies and procedures. Work includes the observation and accompaniment of inmates inside the Detention Center and related care and record keeping requirements.

**Education:** Completion of high school and some experience working with the public; or an equivalent combination of education and experience. Valid Drivers' License and background check with law enforcement is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION  
AVAILABLE AT [www.northamptonnc.com](http://www.northamptonnc.com)

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson,  
North Carolina 27845

Grade 63 – \$34,138.45 - Negotiable

Open Until Filled

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES  
ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL  
CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF  
EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



# Northampton County Local Government Job Description Detention Center Officer

## **General Statement of Duties**

Performs inmate detention and care in the County Detention Center.

## **Distinguishing Features of the Class**

Employees in this class perform inmate intake, detention, care, and release work in accordance with established policies and procedures. Work includes the observation and accompaniment of inmates inside the Detention Center and related care and record keeping requirements. Employees may be assigned to any work area within the facility and are subject to rotation of work areas and shifts. Patience and firmness are required in the frequent contacts with violent, suicidal, and mentally unstable inmates. The employees are subject to hazards associated with custody work including working in inside environments, exposure to various hazards such as noise and a variety of physical conditions and close quarters. Employees may be exposed to blood borne pathogens. Work is performed under the direct supervision of the Detention Center Sergeant, and is evaluated through observation and conferences.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Receives inmates by conducting search, completing required intake forms, photography and fingerprinting, and securing personal property.
- Acts as a processing officer by maintaining inmate information, verifying the completion of necessary forms, assigning appropriate cell location, determining inmate classification, and maintaining inmate count and cell locations.
- Oversees the security and activities of inmates; supervises meals and cleaning of facilities; distributes personal property; monitors inmates' medical status and takes actions when illness or injury is suspected.
- Provides non-confidential inmate information to the public, attorney, and bond personnel; maintains files on inmates; searches incoming property delivered to inmates; verifies visitor acceptance by inmate.
- Releases inmates on bond due to court order or time served; ensures release papers are proper and complete; returns personal property to individual; completes forms providing required documentation of release.

### **Additional Job Duties**

Performs related work as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

- Working knowledge of federal, state, and local laws pertaining to inmate sentencing pretrial conditions, and release.
- Working knowledge of policies and procedures covering inmate security, classification, care and discipline.
- Ability to exercise sound judgment in routine and emergency situations.
- Ability to work in a hazardous and confining work environment.

Ability to deal tactfully and firmly with inmates and the public.

Ability to prepare and maintain accurate records.

Ability to maintain effective working relationships with supervisor, other employees, and the public.

Ability to actively listen to judgment in determining potential security problems.

#### Desirable Education and Experience

Completion of high school and some experience working with the public; or an equivalent combination of education and experience.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to determine accuracy, neatness, and thoroughness of the work assigned.

#### Special Requirements

Possession of a valid North Carolina driver's license

Must meet the minimum standards set by the State of North Carolina for jail personnel within 12 months of hiring.

#### Administering the Class

Employees not meeting the minimum standards set by the State of North Carolina for jail personnel should be placed in a trainee progression five percent below hiring rate until minimum standards are met.

Depending on the make-up and type of prisoners which the position is to be provided, the Sheriff and Detention Center Administrator may establish bona fide recruitment qualifications based on sex.

#### **Special Requirements**

- Possession of a valid North Carolina driver's license.
- Must have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.

#### **Position Classification**

**Non-Exempt**

*Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. This job description defines the scope of duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.*