



## **JOB ANNOUNCEMENT**

*POSTING DATE: September 6, 2022*

### **POSITION**

PCSO Jail Officer

### **DEPARTMENT**

Polk County Sheriff's Office

### **JOB SUMMARY**

This position is responsible for maintaining the security of the jail and monitoring inmates and officers via camera, and authorizing entries/exits into jail.

### **WORK SCHEDULE**

Full Time; 12 hour shifts Rotating  
Overtime as required.

### **COMPENSATION/SALARY**

- Minimum Starting Salary: \$30,596.00/year
- Additional salary steps may be given for relevant education and experience.
- Excellent benefits package that includes insurance benefits, retirement, vacation and sick leave, and paid holidays.

### **JOB QUALIFICATIONS**

- Graduation from an accredited high school or GED, and
- Must be 18 years of age or older, and
- Must have possession of or ability to readily obtain the following certifications within the timeframe required by this department: GCIC/NCIC certification, Security Awareness certification, and
- This position requires applicant to have no felony convictions or pattern of misdemeanor convictions,
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- This position is required to supervise state inmate labor. Employee must pass P.O.S.T Certification within the timeframe required by this department, which is normally within six months, but may be altered.

### **APPLICATION PROCESS**

To apply, an application must be completed and returned to:

Polk County Sheriff's Office  
1676 Rockmart Hwy  
Cedartown, GA 30125  
[www.polkga.org](http://www.polkga.org)

### **APPLICATION DEADLINE**

Until Filled