

# **PULASKI COUNTY GOVERNMENT**

**Job Title: Jail Officer**

**Department: Law Enforcement Center**

**Reports To: Sheriff/Captain**

**Classification: Full-Time/Hourly**

This position will perform various functions in the monitoring of daily jail operations:

- Processes inmates into custody and supervise inmate activities
- Enforce rules and maintain order within the jail
- Keep order and ensure the general security of county jail inmates
- General clerical duties and light housekeeping duties

Applicants must meet the following minimum requirements:

- Applicant must pass a background check and drug screen test and able to comply with all employer and department policies and work rules
- High School/GED/Equivalent
- Basic Computer Skills
- Attention to detail and conscientiousness
- Very good physical condition and strength
- Must have dependable transportation

Jail Officers must be able to work 12 hour shifts with flexible schedules, day and night shift availability.

Applications are available online at [Hawkinsville-pulaski.org](http://Hawkinsville-pulaski.org) or from the Sheriff's office at 140 Commerce St., Hawkinsville, Ga. Applications can be returned to the Pulaski County Commissioner's Office, Pulaski County Sheriff's Office or emailed to [hhorton@pulaskico.com](mailto:hhorton@pulaskico.com).