

BARTOW COUNTY SHERIFF'S OFFICE

104 ZENA DRIVE ★ P.O. BOX 476 ★ CARTERSVILLE, GEORGIA 30121

PHONE: 770-382-5050 ★ FAX: 678-721-3206

CLARK MILLSAP, SHERIFF



Bartow County Sheriff's Office has the following job opportunities available:

1. Communications Officer / 911

Starting Salary Range- \$14.06 (48/36 hour work weeks)

Position Type: Full time/ Shift Work (days and night shifts)

No previous experience required.

Essential Job Functions: Receives emergency and non-emergency calls requesting police, fire, medical and other services.
Determines nature, location, and priority of emergency and non-emergency calls to send requested services.
Operate radio equipment, maintain contact and update assigned units, and communicate effectively.
Prepare and maintain a variety of files, records, and reports.
Operate a computer aided dispatch system and enter and retrieve information from computer files.
Operate GCIC/NCIC terminal and enter and retrieve information.
Perform multiple tasks simultaneously while taking appropriate actions when presented with life/death situations and remaining calm.
Complete initial training for certification and attend training courses as required.
Performs other duties as assigned.

Minimum Qualifications: Must be a U.S. Citizen
High School Diploma or GED from an accredited source.
Must have a valid driver's license.
Must be at least 18 years of age.
Must pass written examination and listening skills.
Must pass a background investigation.
Must have no felony convictions.
Must have no aggravated misdemeanor convictions.
Must pass a polygraph examination.
Must pass a psychological examination.
Must pass an oral interview board.
Must pass a drug screen analysis.
Must have an Honorable Discharge if a Veteran.

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Bartow County offers the following benefits:

- 11- Paid Holidays
- 2-weeks paid vacation per year
- 6-paid sick days per year
- Workers Compensation
- Health Insurance (family coverage available)
- Dental Insurance (family coverage available)
- Available vision benefits (family coverage available)
- Life insurance (family coverage available as well)
- AFLAC insurance
- Retirement (GEBCORP)
- Wellness Options
- Disability Insurance

You may apply online at www.bartow.org or you can apply in person at Bartow County Sheriff's Office, 104 Zena Drive, Cartersville, Ga. 30120. Please come into the administrative lobby between the hours of 8 a.m. and 4:30 p.m. Monday through Friday (excluding holidays). You may pick up blank applications after hours in the jail lobby. If you have any questions please contact Amy Walters at 770-382-5050 ext. 6000, or by e-mail at amywalters@bartow.org.

Bartow County is an equal opportunity employer. Bartow County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services.