

# 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. Detention Officer/Deputy Sheriff-Jail

Starting Salary Range- \$31,348.00 to \$33,000.00 (approximate) \$14.02 to \$14.73 hour

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

No previous experience required.

Essential Job Functions: Provides inmate services at the county jail.

- Books in new inmates
- Conducts inmate roll calls.
- Escorts inmate to various locations.
- Conducts security rounds at specified intervals.
- Conducts cell searches of occupants and facility.
- Operates jail master controls.
- Ensures inmate and staff safety.
- Performs duties in all aspects of traditional law enforcement.
- Testifies accurately and effectively in court proceedings.
- Provides for the safety of the County's population through a variety of duties and responsibilities.
- Performs other duties as assigned to assist other divisions within the Sheriff's Office.

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.
- Must pass a background investigation.
- Must have no felony convictions.
- Must have no aggravated misdemeanor convictions.
- Must pass a polygraph examination.
- Must pass a physical agility test.
- 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](http://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](mailto: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.