

EQUAL OPPORTUNITY  
EMPLOYER



DRUG FREE  
WORKPLACE

**Job Posting Number 15-015**

**Division/Department: Street**

**Job Title: Detail Officer I**

<b>Hourly Salary Range:</b> \$14.42 - \$23.08	<b>Hourly Recruiting Salary:</b> \$14.42 - \$15.87 (BOE) City Policy Applies to Internal Applicants	<b>Work Schedule: M-F; Flexible- four 10 hour days;</b> <input checked="" type="checkbox"/> Full-time w/benefits <input checked="" type="checkbox"/> Nonexempt
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**General Description:**

This position is responsible for performing security and general work functions associated with inmate detail crews. Maintain records and documents as required by the Floyd County Prison. Direct, counsel, discipline, and examine work of assigned inmates. Enforce all rules and regulations set forth by the department and prison. Supervise, observe and monitor work details of inmate activities while working various work details. Transport inmates to and from Floyd County Prison and their assigned work areas. Maintain and search vehicles used to transport inmates to and from work area and vehicles used in performing the job duties. Perform as needed within various departments when inmate detail crews are unavailable. Insure inmates properly use equipment. Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

**Work Experience Requirements:**

- Knowledge of proper procedures and practices of P.O.S.T. certified Correctional Officer.
- Knowledge of rules and regulations of the Streets and Drainage Department.
- Skill in rapidly making sound decisions.
- Skill in working with people.
- Written and verbal communication skills required in reports and forms for the department and prison.

**Minimum Requirements:**

- Must already be certified as a Correctional Officer from the Peace Officer Standards and Training (P. O. S. T.) council.
- High School Diploma or GED equivalent.
- Must possess and maintain a valid Driver's License with the ability to acquire a Class B CDL permit within six (6) months of employment.
- Must have clean background check and have a negative result from drug/alcohol screen.
- Must be in good standing with Floyd County Prison.
- Must obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.

**Date posted: March 17, 2015**

**Deadline: March 23, 2015**

**Applications will be accepted at the:**

**City of Rome  
Human Resources Department  
Carnegie Building (Lower Level)  
607 Broad Street, Suite 100  
Rome, GA 30162  
8 am to 5 pm  
[www.romefloyd.com](http://www.romefloyd.com)**