

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Jailer I (177-18)
LOCATION: Craven County Sheriff's Office
HIRING RANGE: \$28,145 - \$29,496
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: July 14, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

ESSENTIAL JOB FUNCTIONS

Admits prisoners to County jail; books and searches inmates; collects personal belongings of inmates for safekeeping and advises prisoners of all jail rules and regulations. Inspects prisoners and quarters to insure cleanliness and sanitation; supervises trustees engaged in work activities outside of cell. Arranges for prisoners to see visitors in specific areas, inspects all items brought to jail or prisoners; checks incoming and outgoing mail. Patrols entire jail to prevent escapes and maintain order. Assists in preparing various paperwork to track inmates while in custody. Assists in the distribution of all monies sent to inmates.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school or equivalent. Must have or obtain certification as a jailer by the North Carolina Sheriff's Training and Standards Commission within one year of hire date. Must pass a criminal record check and credit check. This position is subject to pre-employment and random drug testing. Must be able to read and write legibly. Knowledge of basic computer skills preferred.

ADDITIONAL JOB FUNCTIONS

Transport inmates to medical facilities by motor vehicle. Perform general maintenance of jail facility. Will be required to testify in court, if necessary. Must be able to physically operate a variety of equipment and tools including restraint devices, cellblock keys, nightsticks, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Perform related work as may be required.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Lt. Randy Arthur at 252-636-6619.

Craven County is an Equal Opportunity Affirmative Action Employer.

