



## JOB OPENING

### Troup County Government

<b>Position:</b> Sergeant - Jail	<b>Department:</b> Sheriff's	<b>Salary:</b> \$25.69/Hr
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Under general law enforcement work this position supervises and participates in assigned Jail operations.

#### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must be at least 21 years of age
- ⇒ Must be certified through Georgia Peace Officer Standards and Training Council as a law enforcement officer
- ⇒ Must have 2-3 years of related experience
- ⇒ Knowledge of video and audio surveillance equipment operations principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of Jail management and security principles
- ⇒ Knowledge of Jail medical and emergency protocols
- ⇒ Knowledge of inmate rights
- ⇒ Skill in problem solving, prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in operating computers and job related software programs
- ⇒ Skill in oral and written communication

#### Essential Duties and Responsibilities:

- ⇒ Supervises Jail staff and inmates; ensures compliance with Jail operating procedures and inmate rules
- ⇒ Trains and orientates new Detention Officers
- ⇒ Reviews booking and other paperwork for accuracy and completeness
- ⇒ Responds to medical and behavioral emergencies; resolves situations in accordance with Jail policies and procedures
- ⇒ Determines new inmate status; makes cell assignments
- ⇒ Directs the work of Jail personnel; makes work and duty assignments
- ⇒ Directs the collection and accounting of inmate funds and other property
- ⇒ Supervises cell searches
- ⇒ Responds to complaints from staff and inmates
- ⇒ Ensures the accuracy of inmate counts
- ⇒ Inspects staff uniforms and equipment
- ⇒ Schedules staff; approves sick leave and vacation leave
- ⇒ Fingerprints inmates and sends to appropriate agencies
- ⇒ Completes a variety of regular and special reports
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until 09/23/2025 on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 09162025      Sergeant - Jail

Grade 17

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**