

***D. Max Dorsey, II***  
***Sheriff***



***J.W. Tate***  
***Chief Deputy***

2740 Dawson Drive, Chester, S.C. 29706  
Phone: (803) 581-5131 Fax: (803) 581-5552

## **Chester County Sheriff's Office Job Opening Announcement**

**POSITION:** Detention Officer

**REPORTS TO:** Detention Center Director and/or his designee

### **JOB REQUIREMENTS:**

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the position of Detention are outlined below:

#### **Minimum Requirements for all Positions:**

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you can perform all of the essential functions of the job for which you are applying, with reasonable accommodation.
- Must be at least 21 years-of-age.

#### **Pre-Employment Selection Process:**

The Sheriff's Office's pre-employment selection process consists of the following elements:

- Driving record review
- Criminal record review
- Credit history review
- Initial interview
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Office

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\*This process generally takes four to six weeks or longer to complete.

Qualified applicants and employees are treated equally to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, national origin, gender, sexual orientation, age, disability, or marital status. Discrimination or harassment on any of these bases in the workplace, including business trips and official functions, is unacceptable and will not be tolerated.

**Job Purpose:**

Performs assigned duties of the County's position and responds to calls for service; enforces all local, federal, and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

**Essential Duties and Responsibilities:**

- Maintain the security and safety of the County's detention facility, inmates, and staff by implementing established policies and procedures.
- Monitors jail access and egress.
- Monitors security cameras, alarm systems, automated locking systems, and other specialized security equipment.
- Patrols facility to ensure security; inspects locking and security devices and doors for proper working condition.
- Processes and books inmates; searches, photographs, and fingerprints inmates; secures inmates' property and issues clothing and supplies; establishes inmate records and accounts; completes medical screenings; receives and processes inmates for weekend sentences; escorts inmates to proper housing locations.
- Supervises meals, visitation, recreation and exercise, telephone privileges, counseling, court visits, movement within the facility, and medical attention; conducts headcounts regularly.
- Maintains key and tool control.
- Supervises inmate workers.
- Ensures that inmates are provided with appropriate sanitary conditions, clothing, and supplies; administers First Aid and/or CPR as required.
- Routinely searches inmates, cells, kitchen, and other inmate-accessible areas for contraband and other safety and security hazards.
- Observes and maintains orderly conduct among inmate population; subdues unruly or violent individuals; responds to emergency situations on jail property; investigates incidents, crimes, disputes, abuse of drugs, etc., among inmates.

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**Supplemental Functions:**

- Performs other similar duties as required. Provides for staff and inmates' safety and the detention facility's security; supervises inmate activities and performs related corrections work as assigned.

**Knowledge:**

- Methods, organization, and operation of a County detention facility;
- Structure, functions, and inter-relationships of state and local law enforcement agencies and detention facilities;
- Enforcement procedures;
- Methods of Detention and incarceration;
- Firearms, restraining devices, automotive, radio, and other law enforcement and security equipment;

State and federal law, departmental and county policies, and state and federal standards pertaining to corrections.

**Skills:**

- Comprehending, interpreting, and applying regulations, laws, and detention methods and techniques;
- Written and verbal communication via in-person, phone, and email contact;
- Utilizing Taser equipment and restraining devices;
- Reacting calmly in emergency and stressful situations.

**Education/Experience:**

- Class II Basic Jail Certification from the South Carolina Criminal Justice Academy (if applicable – will need to provide a copy with application);
- South Carolina Driver's License (must reside in South Carolina);
- CPR and First Aid certifications (prefer – if certified, please provide a copy with application)

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**Working Conditions / Physical Requirements:**

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up-to 20 pounds of force constantly having to move objects.
- Positions in this class typically require talking, hearing, seeing, fingering, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

**APPLICATION GUIDELINES:**

Submit an application to the Chester County Sheriff's Office, Attention: Meghan Yates, 2470 Dawson Drive, Chester, S.C. 29706. Please visit the Chester County Sheriff's Office website at <https://www.chesterscsheriff.com/recruitment-1> and select "Employment Application" under the "Recruitment" tab to submit an application online. **DO NOT** complete an application from the Chester County Government website or Chester County Government building. The application is not the same as the Chester County Sheriff's Office and will **NOT BE ACCEPTED**. For questions, call the Sheriff's Office Recruiter, Meghan Yates, at 803-377-6188 or email her at [myates@chesterso.com](mailto:myates@chesterso.com).