

## **Randolph County Sheriff's Office**

### **Jail Detention/Communication Officers**

Essential Tasks An employee in this position is responsible for performing a variety of correctional duties relative to the control, safety, security and supervision of inmates detained at the Randolph County Jail. **MUST BE FLEXIBLE TO WORK ANYSHIFT.**

Minimum Qualification **For this position, applicant must be:**

1. At least 18 years of age
2. United States Citizen
3. High School graduate or equivalent
4. Certified Jailer or eligible for Detention Officer Certification status in accordance with Georgia State Standards
5. Able to clear a background investigation

Interested applicants can [download the application online](#) and return it to the Randolph County Sheriff's Office located at 216 Recreation Camp Road, Cuthbert, GA 39840. Applicants for law enforcement vacancies must submit copies of:

- 1) **Copy of your High School Diploma or State Equivalency Certificate.**
- 2) **Copy of your driver's license.**
- 3) **Copy of your College Transcript, from an accredited College or University, reflecting the level of education you have completed.**
- 4) **A copy of your College Diploma; if applicable.**
- 5) **A copy of your Military Discharge DD-214; if applicable.**
- 6) **Any record of a name change (marriage, etc ); if applicable.**
- 7) **A copy of your Birth Certificate/ Naturalization Verification; if applicable**
- 8) **Copy of your Social Security Card.**

**\*\*\* Failure to submit copies of the required documents at the time of application may result in non-consideration. \*\*\***