

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-7132**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **DETENTION FACILITY**

**POSITION:** Detention Officer

**DUTIES:** Performs responsible protective & human support service work ensuring the care & security of inmates at the County jail; processes inmates into custody; patrols jail area periodically to ensure security & maintain order; supervises inmates during meals, personal hygiene & related activities for conformance to institutional rules, regulations & procedures; operates control panel; processes court documents; prepares & maintains computerized inmate files & records; prepares routine records on inmates; performs general clerical duties; performs related tasks as required.

**EDUCATION/EXPERIENCE:** Any combination of education and experience equivalent to graduation from high school.

**SPECIAL REQUIREMENTS:** Possession of or ability to acquire Detention Officer Certificate; possession of all qualifications as required by the State of North Carolina; possession of an appropriate driver's license valid in the State of North Carolina with a safe driving record

**SALARY:** \$30,877 - \$47,860 annually

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Warren County applications (PD-107) will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**