

**NOTICE OF EMPLOYMENT OPPORTUNITY  
FOR JAIL OFFICERS  
GREENE COUNTY SHERIFF'S DEPARTMENT**

The Greene County Sheriff's Department, Bloomfield, Indiana, seeks to three hire full-time Jail Officers. Incumbent is responsible for supervising jail detainees and maintaining security and order in the jail facility. Regular work schedule is a 40-hour work week and hours may vary.

**Minimum Qualifications:**

- A high school diploma or GED and successful completion of Indiana Law Enforcement School for Jailers within one year of employment.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.
- Knowledge of standard practices and procedures in administering first aid and ability to be certified in CPR.
- Knowledge of and ability to make practical application of customary practices, procedures, rules, regulations, and personnel policies of the Department.
- Knowledge of and ability to effectively use all assigned Department uniforms and/or equipment, including computer terminal and printer, intercom system, radio, telephone, security cameras, and electric locking devices.
- Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.
- Ability to appropriately receive, maintain, and account for articles received in evidence.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively perform the essential duties of the position, including, but not limited to, walking and/or standing for extended periods, and physically restraining detainees during emergency situations.
- Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situation and perform duties despite the stress of potential personal injury or loss of life.

**Applications:**

Interested persons may obtain a detailed job description and job application by contacting the Greene County Sheriff's Department at 204 County Road 70 East, P.O. Box 267, Bloomfield, IN 47424; (812) 384-4411; or via email: [Ken.Conolty@co.greene.in.us](mailto:Ken.Conolty@co.greene.in.us). Following the receipt and review of applications and resumes submitted, the Greene County Sheriff's Department will schedule interviews with prospective candidates.

**Salary**

Position is an hourly position budgeted for 2020 at \$18.08 per hour. Salaries for 2021 have not been fixed.

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**