



Tommy Ford
Sheriff

BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404

Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT

POSITION: DETENTION SPECIALIST

POSITION VACANCY

The Bay County Sheriff's Office is currently accepting applications for Detention Specialist positions at the Jail Facility. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane. The annual pay is \$35,549.00 with scheduled built-in overtime.

BENEFITS

Retirement through Florida Retirement System. Free \$150,000 intentional act death and \$50,000 occupational accidental death insurance. Eighty hours of paid holiday leave per year. Ninety-six hours of paid sick leave per year with a sick leave incentive of no use of sick leave in a calendar year earns an extra sixteen hours of vacation leave. Ninety-six hours of paid vacation leave per year. 240 hours of paid military leave per year. Uniforms and equipment furnished. Offer major medical, dental and vision coverage (including family). Optional cafeteria (tax) plan. Optional additional insurance coverage. Affiliation with Tyndall Federal Credit Union and various banks. Covered under Career Protection Act.

ILLUSTRATIVE DUTIES

Read and comprehend, including comprehension and implementation of actions required to carry out, specific post orders written for any assigned post. Monitor the safety practices and the preparation and dissemination of safety and accident reports as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies. Engage in functions in confined areas that include such things as working rotating shifts, recording continuous functions surrounding them, checking doors, windows, and other areas to ensure they are secure, operation of some computer operations. Issue clothing and linen to housing units and requisitioned supplies to staff as directed. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment. Communicate effectively and coherently with staff and visitors by giving information and directions, mediating disputes, and advising of rights and processes. Demonstrate communication skills, including providing reliable testimony, in court and other formal settings. Read and comprehend documents, including comprehension and implementation of actions required in such documents as medical instructions, commitment orders, summons and other legal writs. Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts. Remain alert at all times and react quickly, efficiently and calmly in emergencies and other high stress situations.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

(1) Graduation from high school or GED. (2) A valid Florida driver's license. (3) At least 18 years of age. (4) Clean criminal background.

RESPONSE

Individuals interested in this position are **required** to submit the following:

(1) A Bay County Sheriff's Office Application available through the Personnel Office, 5700 Star Lane, Panama City, FL 32404 or at www.bayso.org. (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be made to the Personnel Section, at **(850) 215-5599 or 215-5097**.

**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**