PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY POSITION

POST DATES: 07/01/2012 TO Fill **EEOC CODE:** **CLASS CODE:**

CLASSIFICATION TITLE: DEPUTY SHERIFF

JOB CLASS (GRADE): 11 CERTIFIED $34,070.40 ANNUAL
(GRADE): 9 NON-CERTIFIED $31,491.20 ANNUAL

WORK WEEK: VARIES **WORK HOURS: VARIES**

DEPARTMENT: BIBB SHERIFF OFFICE

DEPT. HEAD: SHERIFF DAVID DAVIS

JOB SUMMARY
After initial probationary period and training, performs law enforcement duties to maintain law and order in designated areas of the County. Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests. Investigate illegal or suspicious activities. Verify proper legal charges have been made against law offenders. Execute arrest warrants, locating and taking persons into custody. Record daily activities; submit logs and other related reports and paperwork to appropriate authorities. Patrol and guard courthouses, grand jury rooms, or assigned areas, in order to provide security, enforce laws, maintain order, and arrest violators. Place people in protective custody. Take control of accident scenes to maintain traffic flow, to assist accident victims, and investigate causes. Serve statements of claims, subpoenas, summonses, jury summonses, orders to pay alimony, and other court orders. Respond to citizen's calls involving vehicle accidents, crimes, neighborhood disturbances, fire and other citizen requests and obtain witness statements. Issues citations serve warrants of arrest, apprehend suspects and arrest persons charged with felonies and misdemeanors. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Minimum age of 21; must be a United States Citizen; must have a Valid Driver's License.**
2. **Physical Agility Test and Entrance Exam for Peace Officers are required.**
3. **Must be certified and mandated as Law Enforcement Deputy by P.O.S.T. within 18 months of hire.**
4. **Have no relatives employed with the Bibb County Sheriff Department.**

YOU MUST PICK UP APPLICATION AT THE MACON-BIBB COUNTY HUMAN RESOURCES OFFICE LOCATED AT:

682 Cherry Street, Suite 400
Macon, Georgia 31201

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER