

NOTICE OF VACANCY

DETENTION CENTER CAPTAIN Bamberg County Detention Center

Bamberg County is seeking an experienced individual to perform the overall administration of the Bamberg County Detention Center. Work includes monitoring all Detention Center operations to comply with applicable local, state, and federal laws. To plan, direct, and supervise all security operations and other administrative duties related to Bamberg County Detention Center and its incarcerated inmates. Duties and responsibilities include but are not limited to scheduling employees to ensure adequate supervision of inmates, annual budget preparation for the department, requisitions of supplies, preparing monthly reports and sending statements to agencies that house inmates at the Detention Center, preparing reports for General Sessions Court and attends court for pleas, coordinate transfers to Department of Corrections and other facilities. Interview, select, and hire Correctional Officers, support, and clerical personnel. Ensures that all Detention Center personnel are trained, certified, and licensed under applicable state and federal laws. Prepares and submits annual budget items promptly for the complete operation of the Detention Center. Acts as a liaison with the public and with other agencies. Performs other related duties as required.

Requires Skills, Training, and Experience: Associate Degree in Criminal Justice or Public Administration. Bachelor's Degree in Criminal Justice or Public Administration preferred. Two (2) years of progressive supervisory experience in law enforcement with a Class 1 or Class 2 Law Enforcement certification. Must complete SC Criminal Justice Academy jail management training and 24 hours per year of continuing education in comprehensive jail operations training provided by SCCJA and completion of a Red Cross first aid training course. Must possess a valid SC driver's license.

Applicants can send current resumes and cover letters to Bamberg County Human Resources Office, Attention: Ruthie F. Brown, Post Office Box 149, Bamberg, SC 29003, or apply in person at the Bamberg County Administrator's Office, Bamberg County Courthouse ANNEX – Isaiah Odom Building, 1234 North Street or via email at: brownrf@bambergcounty.sc.gov

The position will be open until filled.

Bamberg County is an equal-opportunity employer.