



Fulton County DEPUTY SHERIFF

SALARY	\$60,000.00 Annually	LOCATION	SHERIFF'S OFFICE/JAIL/COURTS, GA
JOB TYPE	FULL-TIME	DEPARTMENT	SHERIFF'S OFFICE
OPENING DATE	02/01/2025	CLOSING DATE	Continuous
PAY GRADE:	17		



CLASSIFIED POSITION(S) IN THE FULTON COUNTY SHERIFF'S OFFICE

****THIS RECRUITMENT WILL ALSO BE USED TO FILL TEMPORARY AND PART-TIME POSITIONS.****

Minimum Qualifications:

High school diploma or General Equivalency Diploma (GED) and must be 21 years of age.

Specific License or Certification Required: Must obtain and maintain Peace Officer Standards and Training certification. Must possess and maintain a valid Georgia driver's license within 30 days of becoming a resident.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

SPECIAL REQUIREMENTS:

All applicants must agree to and successfully pass a background investigation, drug screening and polygraph to be considered for employment with the Fulton County Sheriff's Office.

Must successfully pass the minimum Physical Fitness/Agility standards and testing for running, sit-ups, and push-ups administered by the Fulton County Sheriff's Office. If requested, must submit to a psychological profile test. Must possess a valid Georgia Driver's License at the time of appointment. Must be at least twenty one (21) years of age. Must conform to the following qualifications as required by the Georgia Peace Officer Standards and Training Act: Be a citizen of the United States; Have a high school diploma or its recognized equivalent (G.E.D.); Not have been convicted by any state or the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purposes of this paragraph, violations of traffic laws and other offenses involving the operation of a motor vehicle

when the applicant has received a pardon shall not be considered; Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record; Be of good moral character as determined by established standards and procedures; Have an oral interview with the hiring authority or designated representative(s) to determine applicant's appearance, background, and ability to communicate; Be found, after examination by a licensed physician of the Fulton County Health and Wellness Department, to be free from any physical, emotional, or mental conditions which might adversely affect exercising the powers or duties of a peace officer; and Successfully complete a job related academy entrance examination provided for and administered by the council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections §35-8-9 and §35-8-11.

The council may change or modify such examination and shall establish the criteria for determining satisfactory performance on such examination. Peace officers who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of six (6) months after an unsuccessful attempt. The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state; each law enforcement unit is encouraged to provide such additional requirements and any pre-employment examination as it deems necessary and appropriate.

EXAMINATION

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER APPLICATIONS ARE RECEIVED BY THE DEPARTMENT OF HUMAN RESOURCES MANAGEMENT.

Purpose of Classification:

The purpose of this classification is to protect life and property, to deter criminal activity, and to enforce all local, state and federal laws, statutes and regulations, including serving legal processes of courts, providing courtroom services and jail support, preventing criminal acts, providing traffic control and issuing traffic citations, performing preliminary investigations, and responding to emergency calls. Incumbents in this class are new to the department and have completed the required training.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property, to promote security, and to maintain law and order.

Serves felony and misdemeanor warrants and civil papers: arrests individuals named in warrants; conducts investigations to determine location/locate individuals named in criminal and civil papers; performs extradition of alleged criminals from other jurisdictions to satisfy open warrants; executes lunacy or juvenile pickup orders; transports prisoners to County jail, medical facilities, mental institutions, or juvenile detention center.

Provides courtroom security: maintains a security presence in the courtroom to ensure safety of court personnel, to identify/prevent disturbances of court proceedings, and to identify/prevent potential violence or use of weapons; assists with courtroom proceedings and documentation process as required.

Conducts security checks of courthouse offices, judges' chambers, parking lots, or other areas of courthouse; performs electronic and visual security screening of jurors, spectators, or other individuals; assists detention officers with security/management of inmates in court; secures and detains new prisoners.

Processes incoming and outgoing inmates: takes accurate and classifiable fingerprints, photographs, and personal history; collects, inventories, and stores inmate personal clothing, jewelry, and money; documents receipt/return of personal items and money upon release.

Transports inmates to/from assigned locations such as courts, jails, detention center, correctional institutions, prisons, medical facilities, regional youth detention centers, or elsewhere as directed: provides safety and security during transport.

Enforces jail rules, regulations and procedures: maintains a secure and peaceful environment in the facility; monitors and directs inmate activities inside the facility on a continual basis; takes headcount of inmates as required; reports unusual observations to superiors; directs work of inmate trustees; conducts periodic security inspections and searches of inmates' person and living quarters for unauthorized items including weapons, drugs, and smoking paraphernalia.

Escorts inmates from one area of the jail to another; receives/releases inmates transferred to/from the facility and processes all related documentation; ensures the health, safety and welfare of inmates; restrains violent/unruly arrestees and prisoners.

Coordinates, monitors, or performs various functions associated with ensuring the health, safety and welfare of inmates, which may include serving of meals, provision of clothing/bedding, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Mediates disputes between inmates and/or staff members; may employ weapons or force to maintain discipline and order among prisoners; counsels and/or disciplines inmates as required.

Patrols designated areas to detect and deter criminal activity and traffic violations; conducts surveillance and investigations into illegal activities; prevents/discovers commission of crime; apprehends, arrests, and processes criminals, fugitives and offenders; writes citations.

Responds to calls relayed by dispatchers, including alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, welfare checks, stranded motorists, or other calls for assistance.

Conducts preliminary investigations; interviews victims, complainants and witnesses and takes statements; gathers information and evidence; seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; preserves and secures crime scenes; takes photographs and prepares crime scene sketches.

Enforces traffic laws; uses radar/laser speed detection units to enforce speed laws; initiates contact with individuals driving motor vehicles to determine involvement in criminal activity.

Inspects motor vehicles and premises of residential/commercial buildings/properties to detect suspicious conditions and/or to locate illegal contraband; impounds vehicles as necessary.

Provides first aid to victims of violent acts, industrial accidents, motor traffic accidents, and other mishaps.

Attends hearings and provides testimony in judicial proceedings as required.

Monitors base and two-way radio; initiates emergency response to prisoner, employee, or facility emergencies such as operating fire suppression equipment, providing first aid, or personal endangerment.

Responds to questions, complaints and requests for information/assistance from the general public, news media, court and medical personnel, attorneys, inmates, officers, various agencies, employees, officials, supervisors, or other individuals.

Documents all activity conducted in assigned position; operates a computer to research, review, enter and/or modify information in database; conducts GCIC/NCIC checks on arrestees; enters data on and retrieves intelligence information from the computer system.

Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings and in-service training as required to remain knowledgeable of departmental

operations, to promote improved job performance, and to stay current with changing state/municipal policies, procedures, codes and civil/criminal laws.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including accident reports, incident reports, case files, crime laboratory reports, citations, logs, evidence sheets, criminal history reports, DUI reports, warrants, subpoenas, summonses, court dockets, and toxicology reports, hospital records; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including time sheets, complaint forms, logs, checklists, accident reports, incident reports, DUI reports, property/evidence sheets, criminal investigation reports, witness statements, citations, accident information sheets, diagrams, warrant applications, booking sheets, and bail/bond forms; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various equipment and supplies in order to complete work assignments: operates and maintains a motor vehicle and a variety of law enforcement equipment, and other equipment; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with County officials, supervisor, other employees, inmates, attorneys, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, genetics, disability or sexual orientation.

Benefits

Fulton County

BENEFITS OVERVIEW



EMPLOYEE BENEFITS



Medical



Dental



Vision



Life Insurance

HOLIDAYS & PAID LEAVE



HOLIDAY PAY

13 paid
Holidays

New Year's
January (1 Day)

MLK Jr
February (1 Day)

President's Day
February (1 Day)

Memorial Day
May (1 Day)

Juneteenth
June (1 Day)

Independence Day
July (1 Day)

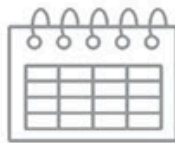
Labor Day
September (1 Day)

Veterans Day
November (1 Day)

Thanksgiving
November (2 Days)

Christmas
December (2 Days)

New Year's Eve
December (1 Day)



ANNUAL LEAVE

Years of Active Creditable

Service	80 Hour Employee
0 – 3 years	4.37 hours bi-weekly
3 – 8 years	5.33 hours bi-weekly
8 years	6.28 hours bi-weekly
Maximum Accrual	360 hours



SICK LEAVE

Employee Sick Leave Accrual
80 Hour Employee
3 hours, 42 minutes bi-weekly
Unused sick leave balances can be used for computation of pension and retirement benefits at the time of retirement.



Parental Leave

Up to eight (8) workweeks



Volunteer Activity Leave

Up to twenty-four (24) hours of paid leave per calendar year

VOLUNTARY BENEFITS

Fulton County offers a Flexible Spending Account, Short-Term Disability, Accident Plans, Critical Illness, Hospital Indemnity, Whole Life Insurance, and Identity Theft Protection



SAVINGS & RETIREMENT

Deferred Compensation (401a)

6%

automatically is deducted out of your check and deposited into the 401a retirement and the County matches

8%

employer contribution to 401a

Deferred Compensation (457b)

Potential for an additional

2%

employer match if employee maximizes up to

4%

in 457b contribution

EDUCATIONAL ASSISTANCE

CERTIFICATIONS/LICENSURE

Employees may qualify for reimbursement up to \$5,000 per calendar year or a lifetime cap of \$35,000.

Type	Amount	Payment Period
Completion of Certification Program	\$2,000	Same Year
Professional Certification	\$4,000	2 Years
Licensure	\$6,000	2 Years

EMPLOYEE DISCOUNTS



Georgia Aquarium



Jesse Hill Market



Medieval Times

AAA



Six Flags Over Georgia

Link to Employee Discounts:

www.fultoncountygga.gov/for-employees/employee-benefits/fulton-county-employee-discounts



HAVE QUESTIONS?

Scan the QR code or Visit

<https://www.fultoncountygga.gov/for-employees/employee-benefits>

PREMIUM BENEFITS

Some positions are eligible for additional benefits.



OVERTIME PAY *

Potential to receive up to 240 hours in straight pay per year above 80 hours actual worked.



Up to
20%*

SIGN-ON BONUS



Up to
\$13,000*

RELOCATION OR RENTAL PACKAGE



Up to
\$100,000*
STUDENT LOAN
REPAYMENT

Additional 80 hours *
vacation leave credit after 1 pay cycle.
Unused - Leave Payouts
Compensatory | Holiday | Vacation

*For eligible positions only.

Employer

Fulton County

Phone

(404) 613-6700

Address

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Suite 3030
Atlanta, Georgia, 30303

Website

<http://www.fultoncountygga.gov>