

HANCOCK COUNTY SHERIFF'S OFFICE

WE'RE HIRING

CORRECTIONS POSITIONS

Job Description

Receives and discharges inmates; performs complete booking process including fingerprinting, photographs, etc. Performs search of persons leaving or reentering the facility for contraband; completes required forms necessary during booking and release process; prepares routine records, reports and files as required; makes proper entries into jail management software; operates video player software to review video in incidents recorded by jail security camera; uses Microsoft Outlook to send and receive electronic email.

Benefits:

Health Insurance
Retirement Plan
Paid Vacation, Holiday, and Sick Time
Dental Insurance
Life Insurance
Flexible Spending Account
Employee Assistance Program
Longevity

General Requirements

Valid OH driver's license/state ID
Pass extensive background investigation
No felony or drug/alcohol convictions
Applicants subject to drug screening

Pay Scale: as of 12/25/22. Starting pay \$23.80 per hour or \$48,000 per year. After 1 year \$26.26 per hour or \$54,620 per year.

To apply: Fill out an application online at hancocksheriff.org OR resumes may be sent to: Hancock County Sheriff's Office

Attn: Kim Schwertner, HR Specialist

200 W Crawford St.

Findlay, OH 45840

krschwertner@co.hancock.oh.us

