

CLEBURNE COUNTY  
OFFICE OF PERSONNEL

Is taking applications for the position of  
Correctional Officer

Position reports to Jail Administrator

Pay range is from \$13.18 - \$20.06 and includes participation in State Retirement System,  
Health, Dental & Life Insurance.

Applications may be obtained at the Personnel Office located at: 6751 Hwy 78, Heflin, Alabama,  
or the Cleburne County Sheriff's Department at 140 Lambert Drive, Heflin, Alabama hours of 8  
a.m. until 4 p.m. Monday through Friday.

Job Qualifications:

Potential candidates should possess the ability to effectively communicate information to co-workers, supervisors, general public and court personnel in person, over the telephone and by two-way radio; writing skills to clearly and neatly complete routine forms, records and reports; reading skills to understand manuals and state and county laws for correctional officers, procedures and instructions; basic math skills; ability to work independently; ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions; strength to lift heavy objects and/or a person; physical dexterity to restraint inmates as needed; mobility to pursue and detain a fleeing inmate; physical tolerance to work long hours and shift changes; a valid Alabama Drivers License.

Other Characteristics:

Preferred characteristics are: possession of a high school diploma; ability to work overtime, holidays, weekends and during emergencies; able to successfully complete required training and/or certification; and the ability to treat the public with courtesy and respect.

The Cleburne County Commission  
is an Equal Opportunity Employer