

## About the Greene County Sheriff's Office

The Greene County Sheriff's Office is a full service law enforcement agency that provides: twenty-four hour road patrol, Criminal Investigations Division, Warrants and Records Division, Civil Process Division, Administrative Services Division, and a jail that houses six hundred inmates.

Greene County is the 4<sup>th</sup> largest county in Missouri with a population of over 275,000 people – approximately 85,000 living in the unincorporated area of Greene County.

We employ 348 personnel with over 200 Citizen Volunteers.

The mission of the Greene County Sheriff's Office is to provide the highest degree of law enforcement possible to the citizens of Greene County utilizing the resources that are made available to us.

We pledge that we will serve with integrity, professionalism, dedication, competence and character. We will apply the laws of the State of Missouri equally to those we serve.

## Benefits Overview

- Medical & Dental Insurance
  - County pays 100% of the premium cost coverage for employee coverage
- Retirement plan
  - LAGERS, fully paid by county (vested after 5 years of employment)
  - CERF, employee contribution 4% of salary (vested after 8 years of employment)
- Disability, Accident & Life Insurance
- Flexible Spending Accounts
- Thirteen paid holidays
- Vacation – 8 hours accrued each month (increases after completion of 7 & 14 years of service)
- Sick Leave – 8 hours accrued per month (includes care for family members)
- Personal Days – 2 days per calendar year
- Other Paid Leave Time Benefits: Bereavement, Jury Duty, Military

*Greene County is an Equal Employment Opportunity Employer*

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<http://www.greenecountymo.org/sheriff>

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# GREENE COUNTY SHERIFF'S OFFICE



**A GREAT PLACE TO WORK**



## Correctional Officers

The Greene County Justice Center is a state-of-the-art facility which houses administration and Sheriff's offices with up to 600 inmates in a facility designed around a direct supervision philosophy and style of management.

We employ and command professionalism through on-going training which opens lines of communication with inmates and officers to improve the operations of the facility. The success of the program stems from privileges being given to inmates with appropriate behaviors and disciplinary actions to those who cannot conform to the rules. The facility supports the latest trend of direct supervision which encourages inmates to attend programs that facilitate a successful re-entry into the community.

## Essential Duties

- Maintain control over jailed inmates utilizing the principles of direct supervision
- Intervene in altercations and mediate disputes
- Conduct cell inspection for contraband and damage
- Responsible for general maintenance and cleanliness of jail and facilities
- Enters all information into the computer system regarding all incoming prisoners and court actions received on inmates
- Performs other functions in the Records, Booking and Mail Divisions

The starting pay rate is \$18.84/per hour. The position involves working rotating shifts. Applicants must be available days, nights and weekends.  
Shifts are: 7 a.m. – 7 p.m. and 7 p.m. – 7a.m.  
Shifts rotate every two months. Below is the two week schedule pattern:

<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
7-7	OFF	OFF	7-7	7-7	OFF	OFF
<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
OFF	7-7	7-7	OFF	OFF	7-7	7-7

*For information on open positions or submit your application, please visit our Web site: <http://www.greencountymo.org/hr/>*

## Minimum Experience, Training Qualifications & Available Opportunities



Applicants interested in becoming a Correctional Officer must have a high school diploma or equivalent and must be 18 years of age. No prior experience or education in law enforcement, military or security or POST (Peace Officer Standards and Training) licensing is required although preferred. Qualified applicants will participate in a 4-week Corrections Officer Academy.

Corrections Officers also have scholarship opportunities available to attend the Law Enforcement Academy to obtain POST certification, career advancement or transfers within the Corrections Division such as Prisoner Transport and CERT (Corrections Emergency Response Team) or other Sheriff's Office departments such as the Patrol Division, Civil Division and Court Security and overtime by participating in DWI checkpoints or off-duty employment.