

BRIEF OUTLINE FOR THE HCSO FULL-TIME SUPPORT STAFF POSITION

The Hall County Sheriff's Office currently employs 49 full- and part-time people, consisting of 34 sworn and 15 civilian personnel.

Position Summary for Full-Time Support Staff Level II: primary responsibility is to handle all aspects of our business office, including but not limited to: greet the public; perform title inspections; process hand gun permits; background record checks; handle information requests and complaints; answer and direct phone calls; prepare media reports; process, serve, and return civil papers; and enter warrants, warnings and citations into our in-house and state / federal databases. In addition, the Sheriff's Office handles all registered sex offender "change of information" reports. Therefore, in this position you will have direct communication / interaction with registered sex offenders. You will be required to assist in the accurate completion of State-required forms.

** Everything that is discussed, heard, or seen in this office in the normal course of business is to be considered confidential. All information surrounding any activity within the Hall County Sheriff's Office is to remain in this office and is not to be discussed outside of this office. All employees of the Hall County Sheriff's Office are required to sign a Confidentiality Agreement. Failure to comply with this agreement may result in immediate termination. **

Office Hours: Our business office is open to the public from 8:00 am to 5:00 pm, Monday thru Friday. The Support Staff work varying schedules in order to open the office at 7:30 am. All full-time Support Staff have an assigned lunch hour. The business office is closed on weekends and major holidays.

Uniforms: Support Staff are required to wear a uniform shirt and kaki pants Monday – Thursday; Fridays are casual days. You are required to purchase your uniforms. You will receive a uniform allowance of \$23.08 per pay period to help offset these costs.

Pay Period and Pay Scale: We are paid bi-weekly, every other Friday. The current range of pay for this position is on a 10-step pay scale beginning at \$17.10/hr., and topping out at \$22.31/hr. There is a 6-month introduction / training period from the date of hire. This is a full-time, 40 hours per week, non-exempt position.

Benefits: For newly hired full-time County employees, 6.67 hours of vacation are earned each month (80 hours per year) through your first 5 years of employment. You begin accruing vacation time at the start of employment but you may not use that time until after the 6-month introduction / training period is completed, unless other prior arrangements have been made. You will earn 8 hours of sick leave each month of service, up to a maximum of 90 days. There are 12 paid holidays throughout the year. Medical and Dental benefits are available for full-time positions after 60 days employment. Current employee premium cost is \$25.62 per pay period for Single coverage; \$249.68 per pay period for Family coverage. The County has a retirement plan, with a County fund match, with participation required.