

OFFICE OF THE SHERIFF
TIFT COUNTY, GEORGIA

Sheriff
Gary Vowell



P.O Box 46
Tifton, Georgia 31793
(229) 388-6020
FAX (229) 388-6200

Staff Assistant

Department: Tift County Sheriff's Office (Support Services Division)

Open Date: July 1, 2006

Closing Date: Continuous Recruitment

Rate of Pay: Pay Grade 110 (\$20,684 Minimum)

Job Summary: The work of this position involves supervising the posting and filing of warrants, civil papers, accident and incident reports, and other paperwork, and providing copies to various parties as requested.

Qualifications:

- ❖ High school diploma or equivalent required.
- ❖ Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- ❖ Must currently possess or obtain Georgia Crime Information Center Terminal Operator certification within the first 90 days of employment.
- ❖ Must satisfactorily pass a pre-employment physical and drug screening test.
- ❖ Must satisfactorily pass a pre-employment background investigation to determine suitability for employment.
- ❖ Must hold or have the ability to obtain a valid Georgia drivers license.

Tift County is an Equal Opportunity Employer and a Drug-Free Workplace.



LEIGH JORDAN, Finance Director
TRACY ST. AMANT, Human Resources Director



Board of Commissioners

Tift County

Charles A. Kent Administrative Bldg.
P.O. Box 826; Tifton, GA 31793
Telephone 229-386-7850
Fax 229-386-7955

COMMISSIONERS

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CHARLOTTE W. BEDELL
DONNIE HESTER
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FRANKIE MATHIS
FRED W. RIGDON
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GLYNDA HEMBY, County Clerk

TIFT COUNTY BOARD OF COMMISSIONERS

Applicants needed for:
**Heavy Equipment Operator w/CDL,
Heavy Equipment Operator w/o CDL,
& Service Technician**

Heavy Equipment Operator responsible for operating various heavy equipment such as motor grader, pan, backhoe, bulldozer, excavator. CDL position also responsible for operating dump truck.
Service Technician responsible for maintenance of all equipment and motor vehicles. Need past experience with tire maintenance and oil maintenance of various equipment.

Applicants also needed for:
E-911 Dispatcher

Responsible for taking emergency calls and dispatching appropriate responders. Must have flexible work hours and be available for night shift. Must be able to type 30 wpm. This is a part-time position with the potential of becoming full-time.

All applicants must be able to pass a pre-employment drug screen and physical. Other test may apply dependent upon position applied for. Full-time positions are eligible for wide range of benefits including Health and Retirement. Must have valid GA drivers license. Qualified individuals may apply in Room 204 at the Charles Kent Administrative Bldg., 225 N. Tift Ave or submit your resume to kmejia@tiftcounty.org. You may also obtain an application online at www.tiftcounty.org. EOE