



BURKE COUNTY SHERIFF'S OFFICE

Sheriff Alfonzo Williams

225 Hwy. 24 South

Waynesboro, GA 30830

Phone: 706-554-2133 Fax: 706-554-3423

Elements of the Selection Process

The following are the elements and activities of the selection process:

- ❖ Application Packets may be downloaded from the Sheriff's Office website or picked up at the Sheriff's Office.
- ❖ Applications will be reviewed by a selection board consisting of members of the Burke County Sheriff's Office.
- ❖ After application review the selection board will conduct initial interviews and will recommend which applicants will move forward in the hiring process. Applicants not moving forward will be notified by mail.
- ❖ The Background Investigator will conduct a Background Investigation and submit a report on the results to the selection board.
- ❖ Applicants will be scheduled for deception and psychological testing.
- ❖ The results of the deception and psychological tests are forwarded for administrative review and approval by the Sheriff or his designee(s).
- ❖ The Sheriff or his designee(s) will conduct a final interview. Upon successful completion of the interview the applicant will be scheduled for a drug screening.
- ❖ Upon successful completion of the drug screen the candidate will be given a job offer letter and scheduled for new-hire orientation.
- ❖ If applicant is not selected, then the applicant is eligible to reapply during the next time in which positions become available.
- ❖ The hiring process lasts approximately (1) month from the closing date of the job announcement.