



Paulding County Board of Commissioners

Human Resources Department

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www.Paulding.gov

Tara Palmer
Director

Applicant Information

Employment applications will only be accepted for currently posted vacancies. Please do not submit a general application for an unknown position; it will not be considered. Applicants must submit a Paulding County Application for Employment and must specify the position of interest. Applicants may submit a resume to supplement the application, but resumes alone will not be accepted. Please provide a complete, detailed description of your training and work experience; be as specific as possible, as the hiring manager cannot assume any information that is not appropriately described on the application. Your application must be signed and dated. Failure to include all information requested could result in the rejection of your application. Applications must be received by the closing date in order to be considered.

Our recruiting process for E-911 Telecommunications Officers, Detention Officers, and Deputies is slightly different. For these positions, we recruit on a rolling/continuous basis; applications are accepted daily and maintained in an active status for 45 days. Since these positions are critical to public safety, we must maintain a ready applicant pool; however, we can only fill these positions as vacancies arise.

The length of time required to fill a vacancy will vary by the position. If you are selected for an interview you will be notified by telephone. Additionally, the hiring manager will select only the most qualified applicants to interview; therefore, every applicant may not be interviewed. All applicants will be notified when the vacancy has been filled.

Applications can be downloaded and printed out at www.paulding.gov or are available at the Paulding County Human Resources Office. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. To stay apprised of current postings, visit www.paulding.gov to view all current vacancies or you may come by the Human Resources Office to review our Job Board posted outside of our office.

All applicants are subject to a pre-employment background check, and a post-offer drug screen and physical before employment begins.