Barnes County Corrections Facility is now accepting applications for a full-time Correctional Officer. One position is open for a Male Or Female. Must be able to work various shifts. Must also pass a background check and drug screen. Starting hourly wage $22.39 (DOE) plus $1.00 shift differential for night shifts. Applications & complete job description available through ND Job Service (www.jobsnd.com). Applications with cover letter and resume can be mailed or dropped off at the Barnes County Auditor's Office, 230 4th St NW, Room 202, Valley City, ND 58072. Open Until Filled.

Barnes County Correctional Center

Position Description

Position Title: Correctional Officer

Accountable To: Sergeant(s), Lieutenant, and Jail Administrator

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Essential Functions & Responsibilities:

- Maintain facility security, manage inmate movement, and supervise pre-trial and convicted inmates.
- Ensure that inmates' medical, legal, and personal rights are met according to North Dakota Department of Corrections and Rehabilitation facility standards, state laws, federal laws, and written policies of this facility.
- Understand and follow duties listed in the correctional officer post orders.
- Manage and maintain jail appointments that involve inmates, including but not limited to medical, court, lawyer, and programs.
- Conduct intake procedures with new arrivals / conduct release procedures, as necessary.
- Conduct accurate head counts / conduct hourly rounds.
- Conduct observation rounds as necessary.
- Manage inmate behavior and enforce rules; document actions and observations as required by policy.
- Respond to disturbances between inmates and de-escalate situations to maintain control and security.
- Conduct routine searches of the following areas: body (clothed and unclothed), cells, common areas, pipe chases, and property to control contraband and compliance with facility rules and regulations.
- Monitor security cameras inside and outside of facility; maintain security of who enters and exits the facility.
- Communicates with local and state courts, sends required paperwork for inmates as needed, collects bond monies.
- Must be able to communicate effectively with individuals with various mental capacities and abilities.
- Must have strong communication skills, including ability to always remain professional, including under stressful situations.
- Administer medications at proper times, once certified.

Minimum Qualifications & Education:

- This is an entry level position.
- A high-school diploma or equivalent is required.
- Must be 18 years of age or older.
- Must pass a criminal background check in accordance with Federal, State and Local requirements.
- Must have a valid driver's license.
- Must be able to work with various computer programs.
    - Microsoft word, Excel, Outlook
    - Learn jail management system, inmate messaging system
- Must be able to read, write, and understand English.
- Must be able to read and follow written and oral instructions.
- Must be able to lift, drag or pull at minimum 50 pounds and climb multiple flights of stairs.

- Other abilities required include stretching, reaching, bending, kneeling and occasionally be able to control or assist others in physically controlling a combative inmate.

Training Requirements:

- Complete new orientation training / complete continuing education as assigned by training officer.
- Complete a three-week Correctional Officer Basic Training, assigned within one year of employment.
- Will gain certification for CPR/First Aid, Taser, OC, and Medication Administration.
- All training is conducted under the supervision of the on-shift Sergeant(s) and training officer.

Schedule & Pay:

- Must be able to work a rotation of day and night shifts. Rotation occurs every three months.
- Shifts are 12 hours, 6am-6pm and 6pm to 6am.
- Work schedule is 2-2-3 (Every other weekend off)
  - Week 1: Working: Monday, Tuesday, Friday, Saturday, Sunday – Off: Wednesday, Thursday
  - Week 2: Working: Wednesday, Thursday – Off: Monday, Tuesday, Friday, Saturday, Sunday
- Night shift differential, additional differential on Saturday and Sunday for day & night shifts

NOTE:
The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee(s) are at the discretion of the appointing authority.