

Sheridan County Sheriff's Office
Full-Time Detention Officer

The Sheriff's Office is now accepting applications for one (1) full-time Detention Officer.

Minimum qualifications:

- At least 20 years of age
- U.S. citizen
- NO felony convictions
- Be of good moral character
- Possess or be eligible to possess a valid Montana driver's license
- Training and experience equivalent to graduation from high school plus two (2) years of work experience.
- Within 1 year of hire, will be required to attend 4-week Detention Officer basic training at the Montana Law Enforcement Academy in Helena, Montana unless previously certified or certifiable.
- Upon employment, CPR certification required within one (1) year. Required certification paid for by the Sheridan County Sheriff's Office.
- ***Must be able to maintain confidentiality regarding information and materials as required by Montana law.***

Hours:

Full-time, 40 hours, 8 a.m. – 5 p.m. with 1-hour unpaid lunch.

Selected person would work mostly Monday through Friday, but may include some weekends and some holidays.

Salary:

Starting salary for Detention Officer is \$18.00 per hour/DOE. Benefits include SRS (Sheriff's Retirement System), vacation, sick leave, and health insurance utilizing a Health Savings Account.

Application process:

Please submit a Montana P.O.S.T. application and a Release of Liability form for a background investigation release. Applications and Release form may be picked up at the Sheridan County Sheriff's Office at 100 West Laurel Avenue, Plentywood, MT 59254 or Wolf Point Job Service at 217 3rd Avenue South, Wolf Point, MT 59201. Applicants may send an e-mail to ljohnson@sheridancountymt.gov to request the forms.

LATE, INCOMPLETE, or UNSIGNED, applications will **NOT** be considered. Sheridan County is an equal opportunity employer.

Opening Date: Sheridan County Employees – October 21, 2024 at 8:00 a.m.
General Public – October 28, 2024 at 8:00 a.m.

Closing Date: Until filled

Class Title: Detention Officer

Accountable To: Sheriff and Undersheriff

Primary Objectives of Position: Under general supervision, responsible for the care and supervision of inmates in the Sheridan County Jail. Work varies with the exercise of individual judgment within established procedures.

Major Areas of Accountability & Performance: Responsible for admitting, booking, preliminary evaluation, searching, and incarceration of prisoners; assures all jail procedures are followed by visitors, inmates, and authorized staff members; monitors security and safety of inmates, visitors, and authorized staff members; performs other duties as assigned by supervisors.

Daily shift activities include, but are not limited to: prepares & serves meals to inmates and cleans dishes after meals; cleans cells & open areas; collects & cleans inmate laundry as scheduled; regularly checks safety of inmates; escorts inmates to & from court appearances and visits with attorneys, healthcare workers, and/or clergy; manages inmate money during incarceration; maintains daily reports of inmate activities; provides & documents the administration of prescribed medications to inmates as required; conducts inventory of property of inmate during booking process; performs searches of people, mail items, objects capable of concealing contraband, and jail facility for prohibited items; may assist or conduct inmate transportation to & from medical appointments and/or other jail/correctional facilities using handcuffs or other approved restraints; photographs and fingerprints inmates during processing; photographs and fingerprints applicants for various permits & registrations; perform court-ordered testing for inmates and/or defendants.

Has contact with the public, legal representatives, clergy, law enforcement & correctional vendors, and other law enforcement agencies; disseminates inmate information to authorized people while protecting the rights of the inmate; duties are performed in surroundings where undesirable conditions and hazards are limited and controllable; duties require moderate physical movement, and may require physical confrontation with inmates.

Works with other members of the Sheriff's Office to include but not limited to assist in paperwork management related to official duties of the office such as for concealed weapon permits, applications, offender registry, and probation & parole members; maintaining basic office housekeeping; and full participation in trainings to include defensive tactics, physical fitness, less than lethal weapons trainings, and firearms trainings.

Supervision: Supervises inmate activities. No direct supervision of any other employees.

Education, Training, and Experience Requirements: At least 20 years of age, U.S. citizen, no felony convictions, be of good moral character, possess or be eligible to possess a valid Montana driver's license, graduation from high school or its equivalent, and two (2) years of work experience in dealing with the public. Limited cooking experience helpful. CPR certification is required and provided by the Sheridan County Sheriff's Office within one (1) year of hire. Ability to operate computers and modern office equipment is necessary. Within 1 year of hire, will be required to attend 4-week Detention Officer basic training at the Montana Law Enforcement Academy in Helena, Montana unless previously certified or certifiable.

Additional Information: Successful applicant must be willing to travel long distances and may have to stay overnight during transports of inmates to other jail/correctional facilities or required training courses. This position can be physically demanding during inmate interaction and may require the Detention Officer to use physical force.