



January 8th, 2019

JOB OPENING: Hill County Sheriff's Office

POSITION: ~~One (1) full time Detention Officer~~

CLOSING DATE: Open until filled

REQUIREMENTS: See attached

DESCRIPTION: See attached

STARTING SALARY: \$15.68/hr.

The Hill County Sheriff's Office is now accepting applications for one full time detention officer.

Applications can be picked up at the Hill County Commission Office or the Hill County Detention

Center. Applications will be accepted until the vacancy is filled. For further information contact Jail

Administrator Victoria Olson at 265-2512 Ext 2105.

A handwritten signature in black ink, appearing to read "Victoria Olson", written over a horizontal line.

Victoria Olson, Detention Facility Administrator

****Position description and requirements listed on attached pages.**

HILL COUNTY
POSITION DESCRIPTION
DECEMBER 2016

POSITION: Detention Officer

DEPARTMENT: Hill County Sheriff's Office

ACCOUNTABLE TO: Detention Facility Administrator, Sheriff or Undersheriff

SUMMARY OF WORK: Provides for the needs, safety, and security of inmates within the detention center that are awaiting court proceedings or serving a jail sentence.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring attention to accuracy and the environment to avoid difficult situations. Position works with inmates and is exposed to hazards of working with dangerous persons who may be aggressive and hostile. Position must follow policy and procedures to avoid incidents and legal action. May be exposed to communicable diseases. Position requires ability to work rotating shifts including weekends, nights, and holidays; position occasionally works alone. Maintains confidentiality of sensitive information.

Personal Contacts: Daily contacts with inmates, the public, and other officers.

Supervision Received: Supervision from the Detention Center Administrator, Sheriff and Undersheriff as need arises.

Essential Functions: Position requires ability to communicate orally and in writing; visually inspect premises; record information; operate electric/mechanical doors and locks; use fingerprinting equipment; photograph; cook; do laundry; file; type; operate a computer; prepare short reports; transport inmates; physically restrain an inmate if needed.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Provides for security and safety of inmates within the detention center.
- Files and preserves all commitments by which inmates are incarcerated.
- Accepts inmates; evaluates and seeks medical treatment if needed.
- Books prisoners; searches prisoners and safeguards any inmate property or money.
- Fingerprints and photographs each inmate.
- Issues bedding, facility clothing and some personal toilet articles.

- Provides rules for inmate to follow.
- Makes regular visual check of cells.
- Takes inmates to and from court; transports inmates to medical treatment.
- Supervises visitation days and visits from professional people including attorneys.
- Provides food for inmates; does light housekeeping duties; launders bedding and clothing.
- Maintains records of each inmate.
- Maintains financial records of inmate funds.
- Delivers judicial papers as directed to inmate.
- Releases inmates as per court orders or sentence completion.
- Fulfills all legitimate orders and commands from supervisory personnel.
- Distributes medications to inmates.
- Conducts searches of inmates and facility as needed.
- Records in writing any occurrence in the facility during shift.
- Knows and follows policies, procedures, rules, and regulations that pertain to the Detention Facility.
- Performs other related duties as required.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation:

Knowledge: This position requires a knowledge of security procedures; general knowledge of law enforcement procedures.

Skills: This position requires skills in communicating with and listening to people; skills in noticing changes in manners or circumstances that could indicate a problem; skill in maintaining accurate records.

Abilities: This position requires the ability to: be alert to problems; make good decisions; follow policy and procedures; control large numbers of unhappy people; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Detention Officers training from the MLEA required within one year of hire.
- Experience in office skills including typing, bookkeeping, filing, and the use of office machines including a computer helpful.
- Must possess a valid state of Montana driver's license.
- Must have no felony offence convictions.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively provides for health, security and safety of inmates at Detention Center.
- Maintains accurate records of each inmate.
- Maintains confidentiality of sensitive information.
- Follows established policies and procedures in processing and dealing with inmates.
- Effectively performs janitorial, commissary, food, and laundry services as directed.
- Is able to work rotating shifts.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.