



July 30th, 2021

JOB OPENING: Hill County Sheriff's Office

POSITION: One (1) Full-Time Detention Officer
One (1) Part-Time Detention Officer

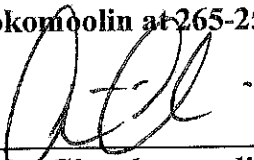
CLOSING DATE: Open until filled

REQUIREMENTS: See attached

DESCRIPTION: See attached

STARTING SALARY: \$16.39/hr.
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The Hill County Sheriff's Office is now accepting applications for One (1) full time and One (1) part time detention officer. Applications can be picked up at the Hill County Court House. Applications will be accepted until the vacancy is filled. For further information contact Detention Administrator Austin Chookomoolin at 265-2512 Ext 2105.



Austin Chookomoolin,
Detention Facility Administrator

**HILL COUNTY
JOB DESCRIPTION**

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Detention Officer **Department:** Sheriff

Job Overview: Provide for the needs, safety, and security of inmates within the detention center that are awaiting court proceedings or serving a jail sentence.

Essential Functions (Major Duties or Responsibilities): Daily contact with inmates, the public, and other officers. Provide for security and safety of inmates within the detention center. File and preserve all commitments by which inmates are incarcerated. Accept inmates; evaluate and seek medical treatment if needed. Book prisoners; search prisoners and safeguard any inmate property or money. Fingerprint and photograph each inmate. Issue bedding, facility clothing and some personal toilet articles. Provide rules for inmate to follow. Make regular visual check of cells. Take inmates to and from court; transport inmates to medical treatment. Supervise visitation days and visits from professional people including attorneys. Provide food for inmates; do light housekeeping duties; launder bedding and clothing. Maintain records of each inmate. Maintain financial records of inmate funds. Deliver judicial papers as directed to inmate. Release inmates as per court orders or sentence completion. Fulfill all legitimate orders and commands from supervisory personnel. Distribute medications to inmates. Conduct searches of inmates and facility as needed. Record in writing any occurrence in the facility during shift. Prepare and submit accurate and timely reports. Maintain confidentiality of sensitive information.

Physical and Environmental Demands: 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.

Knowledge, Skills and Abilities: Know and follow policies, procedures, rules, and regulations that pertain to the Detention Facility. Position requires ability to work rotating shifts including weekends, nights, and holidays. Knowledge of security procedures, general knowledge of law enforcement procedures. Skill in communicating with and listening to people, noticing changes in manners or circumstances that could indicate a problem and be alert to problems. Practice good decision-making skills and control large numbers of unhappy people. Maintain strict confidentiality, communicate effectively orally and in writing, follow verbal and written instructions and establish effective working relationships with fellow employees, supervisors, and the public.

Minimum Qualifications (Education and Experience): Combination of education and experience equivalent to: A High School diploma or equivalent. 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 offense convictions.

Preferred Qualifications: Previous related experience.

Special Requirements:

- Fingerprint check
- Background check
- Valid driver's license
- Other; Describe: 18 years of age, no felony offense convictions, CPR, MLEA

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.