

Todd County

MINNESOTA



**TODD COUNTY**  
invites applications for the position of:

## Correctional Officer Part-time

**SALARY:** \$19.74 - \$25.01 Hourly

**OPENING DATE:** 03/12/19

**CLOSING DATE:** Continuous

### PURPOSE OF POSITION:

This position will be open until filled with first review of applications 03/26/2019.

The purpose of this position is to provide a secure environment for both inmates and staff and to ensure Department of Corrections regulations concerning the care of inmates are met. Provides controlled movement of inmates between the courts and detention center.

Basic Performance Expectations of all County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Process inmates into the jail, including booking, fingerprinting, photographing and other procedures of admitting an inmate into the jail.

- Ensure the inmate being admitted to the jail is held under a valid charge.
- Inform the Jail Administrator of new inmates and their status.
- Releasing inmates after the completion of sentence, court authorization, or other administrative decision authorized by law.
- Conduct inmate security inspections as governed by policy.

- Inspect inmate mail in accordance with regulations.
- Provide for inmate needs, requests, telephone calls, purchases of canteen items, etc. as provided for in policy.
- Keep cells and areas of access to inmates clear of all objects and materials that could be used to injure the staff or the inmate.
- Conduct unscheduled cell searches for contraband.
- Safely escorts inmates to and from court facility.
- Provide inmates with hot meals and maintain a sanitary food service area.
- Maintain clean and sanitary cellblocks and other areas accessible to inmates.
- Report maintenance concerns to the Jail Administrator.
- Enter records into internal computer.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

- High school diploma or GED
- CPR/First aid within three (3) month
- CJIS certification within six (6) months
- Must pass a background check
- Must possess and maintain a valid driver's license or have access to transportation

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills, possess computer skills with experience in Windows based software, telecommunications devices, radio communications and have the ability to favorably interact with the public, inmates, fellow employees and supervisors.
- Ability to function and make important decisions under stressful situations.
- Ability to communicate both orally and in writing with the subordinates, supervisor, other personnel, law enforcement, fire and emergency services related staff, courthouse personnel and inmates.
- Ability to identify issues of 911 callers in various life and death situations, emergency and other high stress level situations and dispatch correct law enforcement and emergency personnel.
- Ability to utilize a variety of reference, descriptive and/or advisory data and information such as county emergency operations plan, medical emergency manual and related information, technical operating manuals, statutes, manuals, procedures, guidelines and non-routine correspondence.
- Ability to add and subtract, multiply and divide, and calculate percentages and decimals.
- Ability to apply principals of rational systems.
- Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to exercise independent judgment to meet variations in assigned objectives.
- Ability to exercise judgment decisiveness and creativity in situations involving duties that may be subject to change.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and

analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.todd.mn.us/>

Position #99D  
CORRECTIONAL OFFICER PART-TIME  
SO

215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### Correctional Officer Part-time Supplemental Questionnaire

- \* 1. Do you have your High School diploma or GED?
  - Yes
  - No
- \* 2. Are you CPR/First Aid Certified?
  - Yes
  - No-Will be within 3 months of start date
  - no
- \* 3. Are you CJIS certified?
  - Yes
  - No, will be within 6 month's of start date
  - No
- \* 4. Are you able to meet the physical requirements of the position?
  - Yes
  - No
- \* 5. Do You posses a valid Drivers License or have access to transportation?
  - Yes
  - No
- \* 6. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
  - Yes- Qualified Disabled Veteran (10% or higher disability rating)
  - Yes- Qualified Vet or Spouse of Deceased Vet
  - No
- \* Required Question