

# Cascade County

## Job Vacancy Announcement

<b>Position: Adult Detention Officer</b>	<b>Closing Date: December 2, 2013</b>
<b>County Department: Sheriff's Office</b>	<b>Dept. Admin.: Sheriff Edwards</b>
<b>Type of Position: Multiple Full-time positions</b>	<b>Salary: \$15.92 per hour</b>
	<b>Must join Teamsters Union Local #2</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

An Adult Detention Officer guards inmates in penal or rehabilitative institution in accordance with established policies, procedures and as directed for public safety; may guard inmates in transit between the detention center, courtroom, prison, or other points; under the direct supervision of the shift supervisor or general supervision of the facility command staff; responsible for maintaining a secure detention facility and the safe custody of all inmates; performs a variety of technical and administrative tasks associated with facility operations and the incarceration of inmates; work includes the observation and accompaniment of inmates inside and outside the detention center and related care record keeping requirements; officers may be assigned to work any shift; patience and firmness are required in frequent contacts with inmates who are violent (murderer's, rapist, child molesters, fighters, etc.), suicidal, and mentally unstable; officers are also subjected to hazards associated with custody work including exposure to various hazards such as noise, a variety of physical conditions, close quarters and exposure to human body fluids; previous experience in a detention setting is desirable. \*\*\* See Job Description for detail.

### The successful applicant must meet the following requirements:

- Graduation from high school or G.E.D. and
- Must be at least 18 years of age at the time of employment;
- Recruitment & selection processes will involve a written test, oral interview, extensive criminal background check and psychological evaluation;
- Must join Teamsters Local Union;
- Employees must have successfully completed and passed the required tests.

### Certifications:

- Successful completion of the Montana State Law Enforcement Academy Corrections/Detention Officer basic required within one (1) year of employment;
- First Aid and CPR certification required within one (1) year of employment;
- OC and Taser certification required within one (1) year of employment;
- Ability to obtain additional licenses and/or certifications as required by the position.

(Officer's that have been trained in Detention/Corrections at an out of State academy may be allowed to take the equivalency test provided at MLEA if the State the Officer was trained in has reciprocity.)

### \*\*\* APPLICATION PACKET REQUIREMENTS

#### Each applicant is required to provide the following:

- ❖ Complete signed and notarized supplemental forms
- ❖ Copy of a picture ID
- ❖ Copy of diploma or GED
- ❖ Signed copy of Job Description (acknowledges you have read and understand)
- ❖ Detailed resume of work experience
- ❖ Completed Cascade County Employment Application

### Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office.

*The successful applicant must possess a valid Montana Driver's License and join Teamsters Union Local #2. The successful applicant shall serve a 1 year probationary period, and have a DPHHS and criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.