



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Warden - Adult Detention Center**
Schedule: **Full-time with Benefits**
Department: **Cascade County Sheriff's Office**

Salary: **\$68,000.00 - \$82,000.00 per year DOE**
Closing Date: **July 19, 2021**
Administrator: **Sheriff Jesse Slaughter**

POSITION DESCRIPTION

The Warden of the Cascade County Detention Center (CCDC) serves as a highly responsible and visible leader who oversees the day-to-day operations of the jail and regional prison. This includes developing policies and standard operating procedures, supervising the CCDC's Command Team, resolving personnel issues within the Chain of Command, representing the CCDC in the public, creating and implementing new programs and ensuring that the facility meets all local, state and federal regulations. The Warden maintains the fair and safe operation of the jail while enforcing rules, regulations, policies and laws regarding incarceration and employee conduct. As an integral part of the Cascade County Sheriff's Office Leadership Team, the Warden manages all aspects of the CCDC through the development and implementation of successful correctional practices, promotes a secure, rehabilitative and humane environment for staff, inmates, volunteers and the public and integrates a structured treatment environment and rehabilitative programming with facility operations and programs to provide inmates with the treatment and care they need while also ensuring the best possible security and public relations outcomes for the CCDC.

The successful applicant must meet the following requirements:

- **Bachelor's Degree in corrections, criminology, law enforcement, criminal justice, social work, sociology, business administration, psychology, or administration of justice;**
- **Management and/or administrative experience in adult correctional work, law enforcement, probation/parole, rehabilitative services, and/or other related areas;**
- **Comprehensive understanding and knowledge of the practices and principles of correctional/prison facility management, pertinent correctional laws, rules and regulations, and the principles and practices of supervision and leadership;**
- **Must be a U.S. Citizen;**
- **Be at least 18 years of age;**
- **Possess or be eligible for a Montana Driver's License with a good driving record;**
- **Submit to a criminal history and extensive background investigation;**
- **Successfully complete an oral interview board.**

Applicants are required to provide the following:

- ✓ Completed Cascade County Employment Application;
- ✓ Complete signed and notarized supplemental forms with PREA signature sheet;
- ✓ Copy of a picture ID;
- ✓ Copy of Diploma, GED or HSE;
- ✓ Signed copy of Job Description (acknowledges you have read and understand the duties);
- ✓ Detailed resume of work experience.

Please note, all portions of the hiring process, up to and including the Application itself, are subject to evaluation and scoring for ranking and selection of potential employees.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case by case basis.

CCSO employees are strictly prohibited from using medical and/or recreational marijuana or any other illegal drugs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Supervise and direct the work of Detention Officers via the Chain of Command to ensure the safe custody, discipline and welfare of inmates, Operations Management – Integrates public safety, administration goals as directed by the Sheriff and Undersheriff, public perception, and community, financial, and legal concerns to manage all aspects of the CCDC as well as contracted services and facilities, ultimately responsible for multiple unique or diverse aspects of the CCDC and contracts, including facility operations and maintenance, weighs and balances risk of management plans for the unique and diverse aspects to maintain security at all levels of the CCDC and provide for public safety, thorough knowledge of the principles of corrections and detention, including currently acceptable standards of custody, restraint and inmate transportation, elements of supervision and leadership, offender treatment programs, inmate rights, employee coaching and performance evaluation, budgeting and record keeping, explain Detention Center operations to subordinates to assist them in performing their job duties, identify technology needs and innovations to advance the facility, work continuously with the Department of Corrections to evaluate, adjust, create and implement State and County inmate programs, job training, recreation, inmate procedures, classifications and discipline, etc., monitor

operations of the facility and make required changes to ensure maximum productivity, efficiency and safety, have working knowledge of all prison/jail staff duties, which include detention officers, health care professionals, support staff and maintenance staff, develop and maintain contingency plans related to the prison/jail operations, complete understanding of all contracts affecting the Detention Center, including PREA, review contents of written orders to ensure adherence to legal requirements, inform personnel of changes and modifications in regulations and policies, implications of new or amended laws and new techniques of detention/corrections work, ensure that staff stays compliant by adhering to all laws, rules and standards that govern how prisons/jails operate, as well as to the facility policies and procedures approved by the Undersheriff and/or Warden, make staffing recommendations to the Undersheriff including hiring, firing, training, discipline, performance evaluations and scheduling of work, maintain knowledge of labor contract provisions and ensure compliance with such provisions relative to work assignments, schedules, discipline, wages, absence control policy, etc., develop, maintain and update various Jail standard operating procedures and policies, develop plans and schedules to meet unexpected situations and new developments, communicate with personnel throughout the County and State to coordinate activities and resolve problems, practice and encourage workplace safety and hold employees accountable to practice workplace safety, respond to complaints regarding Detention Center deficiencies and develop plans for correction, investigate claims by inmates for Human Rights Violations, prepare reports, memos, letters and other documents, read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution, assist in the investigation of claims by inmates for Human Rights Violations, supervise or conduct investigations of alleged inappropriate behavior and take disciplinary action, if deemed necessary, assist the hiring process and maintain file of approved current hiring procedure documents, provide employees with guidance in handling difficult or complex problems and resolving escalated complaints or disputes, discuss job performance problems with employees to identify causes and issues and to work on resolving problems, review records and reports about activities such as production to verify details, monitor work activities and evaluate performance, monitor expenses involving building and grounds upkeep, significant inmate health care, food services and laundry costs, work a typical schedule of Monday – Friday, minimum of 8 to 9-hour day shifts, on-call 24/7 and subject to return to work for emergency situations, work closely with the Undersheriff and County Human Resources on all the above, perform other duties as required or assigned by the Undersheriff or Sheriff.

**** See Job Description for complete description of duties ****

The successful applicant must serve a one (1) year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment with the Cascade County Sheriff's Office.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Document (Part 4) 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.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER