



# CASCADE COUNTY

## Job Vacancy Announcement

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

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

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

Salary: **\$21.00 per hour**  
Closing Date: **Open Until Filled**

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. The successful applicant must meet the following requirements:**

- Graduation from High School or High School Equivalency (HSE) or GED **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, psychological and physical evaluation;
- 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.
- Successful applicants will receive on the job training and certifications through the CCSO.

An Adult Detention Officer (Officer) attends the Montana Corrections, Detention Officer Basic and the Montana Law Enforcement Academy (MLEA) within one (1) year of their employment. Upon completion of MLEA and a one (1) year probationary period an Officer may be assigned or apply to train new or less experienced Officers, apply for special assignments such as Field Training Officer or become firearms certified. Officers with two (2) years of employment may apply for promotion up to the rank of Corporal, for other special assignments such as Transport Officer, Training Officer, Religious/Grievance Coordinator, Security Threat Group Coordinator or other special assignments. Officers completing three (3) years of employment may apply for the rank of Sergeant. Other promotional opportunities may be available to Officers maintaining an excellent work performance and longevity. 8am-5pm Monday-Friday schedules may be available.

#### **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.

#### **POSITION DESCRIPTION**

The Adult Detention Officer (Officer) oversees and supervises the care, custody and control of inmates incarcerated at the Cascade County Regional Detention Center (Center) in accordance with Montana Department of Corrections and Center policies and procedures and as directed and required for public safety. Officers may oversee, escort and supervise inmates in transit between the Center, Courthouse, Prison, medical facilities or other points of destination. Under the direct supervision of the Shift Supervisor or general supervision of the Center Command Staff, Officers are responsible for maintaining a secure detention/correctional facility and the safe care, custody and control of all inmates. Officers perform a variety of technical and administrative tasks associated with Center operations and the care, custody and control of inmates that includes the observation and accompaniment of inmates inside and outside the Center and related inmate record keeping requirements. Officers may be assigned to work various shifts and perform other related duties as required or assigned.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Oversees and supervises the care, custody and control of inmates incarcerated at the Facility in accordance with Montana Department of Corrections and Facility policies and procedures and as directed and required for public safety, may oversee, escort and supervise inmates in transit between the Facility, Courthouse, Prison, medical facilities or other points of destination, conducts headcounts to ensure each inmate is present, conducts suicide checks on inmates, monitors conduct of inmates in cellblocks or during work or recreational activities according to established policies and procedures to prevent escape or violence, inspects conditions of locks, window bars, grills, doors, gates and other physical aspects of the Facility to

ensure and maintain safety and security of the Facility and to prevent inmate escapes, records information such as inmate identification, incidences of inmate disturbance and maintains daily logs of inmate activity, enters, transcribes, records, stores or maintains information in written or electronic/magnetic form, ensures paperwork is accurate, complete and filed accordingly, searches inmates, vehicles and conducts searches of cells for valuables and contraband, such as weapons or drugs, collects and inventories inmate's property in accordance with established policies and procedures, observes, receives and otherwise obtains information from relevant sources, engages in conflict resolution to settle disputes/issues between inmates, may have to use taser, OC spray, handcuffs and physical force to maintain custody, order and control of inmates, inspects mail and property for the presence of contraband, conducts fire, safety and sanitation inspections, observes meal distribution and medication pass, conducts equipment and tool inventories at the workstation and in the cellblocks (material safety data sheet), attends trainings, meetings, conferences and workshops as requested and authorized, accepts new responsibilities and challenges, adheres to and complies with strict confidentiality guidelines, performs other related duties as required or assigned.

**Knowledge and understanding of:** Relevant equipment, policies, procedures, strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions, laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules, legal and law enforcement terminology, Prison Rape Elimination Act (PREA), prisoner custody, restraint and transportation techniques and procedures, First Aid and CPR, behavior modification techniques, Use of Force policies, techniques and procedures, self-defense techniques, basic computer hardware and software, including Word, Excel, Outlook, PowerPoint and AS400, recordkeeping, report preparation, filing methods and records management techniques, safety rules, procedures and practices.

**Skills in:** Using tact, discretion, initiative and independent judgment within established guidelines, reacting in an emergency and making sound, rational decisions, demonstrating good judgment, monitoring/assessing inmate performance and making improvements or taking corrective action, social perceptiveness - being aware of others' reactions and understanding why they react as they do, critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, active listening, written and verbal communication, maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations, leadership and educating and encouraging others to follow practices and procedures to accomplish work objectives.

**Ability to:** Interact and communicate in a professional and effective manner with co-workers, inmates and the general public, maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel and citizens of varied and diverse backgrounds contacted during the course of work and out of work, analyze situations quickly and objectively, to recognize actual and potential danger and to determine a proper course of action, effectively cope with stressful situations, tactfully and with respect to the rights of others, display sound judgment and decision-making skills within established policies and procedures and under stressful situations, deal effectively with stressful situations in a professional manner, which includes (suicides/attempted suicides, deaths, the mentally unstable, drunks, drug addicts, fighters), read, interpret and communicate laws, ordinances, rules and regulations and apply such in the course of the work, read and comprehend materials, analyze and compile information and pay attention to detail and accuracy, follow oral and written directions and use active listening skills, communicate information clearly and concisely with others both orally and in writing, prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology, proficiently operate a computer and a variety of office equipment to complete required job duties, exercise sound judgment within established policies and procedures, consider the relative costs and benefits of potential actions to choose the most appropriate one, multi-task and maintain concentration during frequent interruptions, handle inmate complaints, settle disputes, resolve grievances or conflicts or otherwise engage in dispute resolution with others, inspect equipment, structures or materials to identify cause of errors or other problems or defects, provide personal assistance, medical attention or personal care to others such as coworkers, customers or patients, perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs., use manual dexterity of both hands and feet to perform activities such as lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level, walk 5-7 miles per day on a variety of surfaces such as concrete, pavement, dirt and grass, work while wearing required personal safety equipment which includes gloves, safety glasses, etc. as needed, work collaboratively with management and co-workers and independently or as a team member, be honest, ethical, reliable, responsible, dependable and fulfill obligations, observe work hours and demonstrate punctuality, observe established Chain of Command, accept constructive criticism, identify problems that adversely affect the organization and its functions and offer suggestions for improvement, work extended hours, nights, weekends and holidays as needed.

***The successful applicant must possess a valid Montana Driver's License. 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.***

***This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County, Montana and AFSCME MT Council 9 Local #28.***

**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**