

JOB TITLE: CORRECTIONAL OFFICER I
SUPERVISOR: Chief Correctional Officer

JOB SUMMARY

The Corrections Officer I is responsible for maintaining safety, security and order within the correctional facility.

SCOPE OF RESPONSIBILITY

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be requested to perform position-specific tasks other than those listed in this job description.

- Monitor and supervise inmates in housing units, work areas, recreational areas, and during movement.
- Ensure inmate compliance with regulations, rules, and procedures, to maintain order and operation of the facility.
- Observe inmate behavior and report incidents, violations, or safety concerns.
- Use communication and conflict-management skills to maintain order.
- Interact with inmates, including crisis intervention, to assist in solving problems.
- Responsible for documenting inmate activities and monitoring movement throughout the facility.
- Prepare written reports and maintain accurate records.
- Escort inmates to appointments, court, work assignments, or visitations.
- Respond appropriately to emergencies, conflicts, or disturbances.
- Inspect the condition of the units for security and cleanliness, conduct inspections, searches, and security checks of inmates. Conduct inmate counts, searches, and inspections of cells and common areas.
- Examine and interpret court orders and release documents to determine correct court, housing needs, and releases.
- Other duties as assigned.

REQUIREMENTS

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- High school diploma or equivalent required plus at least two years of work experience in corrections, security, law enforcement, or military police. College level coursework may substitute for the work experience requirement on a year for year basis.
 - Must possess the ability to quickly assess a situation and determine the appropriate response.
 - Must have the ability to monitor multiple activities and individuals and predict future behavior.
 - Ability to learn the regulations and procedures for the facility.
 - Ability to work and remain calm in a high-pressure environment.
 - Ability to remain impartial when interacting with inmates.
 - Excellent time management and organizational skills.
 - Ability to safely operate weapons and tools as needed.
 - Must be punctual and reliable.
 - Must have a positive attitude and willing to accept new responsibilities as required.

- Ability to communicate effectively in both verbal and written forms.
- Excellent observation skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to establish and maintain effective working relationships with county officials, county staff, and the general public.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 50 pounds at times.
- Prolonged periods of standing and walking.
- Physically able to detain an inmate if needed.

Mountrail County is an Equal Opportunity Employer.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

Mountrail County (2-2012)

This form will not be part of your application file or included in the documentation provided to the selecting official.

Name

[illegible]**Position applying for**[illegible]**Birthdate**[illegible]

☐ Male
☐ Female

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

[illegible][illegible]

State

Zip Code

[illegible]

We are an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

MOUNTRAIL COUNTY CORRECTIONS CENTER

Thank you for your interest in employment with Mountrail County Corrections Center! We are an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

GENERAL INFORMATION		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you at least 18 years of age or older? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>please explain.</i>		
<i>Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.</i>		
Are you related to a Mountrail County employee or County Commissioner? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>who?</i>		
On what date would you be available to work?		
How did you learn of this job opening?		

EDUCATION / TRAINING	
HIGH SCHOOL NAME/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes
COLLEGE/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>degree earned</i>
OTHER TRAINING/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>degree earned</i>
OTHER EDUCATION/TRAINING/SKILLS	

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

Veteran?

☐ No ☐ Yes; *must attach DD-214 & Report of Separation*

Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Deceased Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & Veteran's death certificate*

EMPLOYMENT EXPERIENCE

Please provide all places of employment in order to provide a complete work history. Attach a separate sheet of paper if necessary. Provide detail; do not use "see resume."

NAME OF MOST CURRENT EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name and number.*

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

EMPLOYMENT / PROFESSIONAL REFERENCES

Please list as references, three people that have knowledge of you and your qualifications. *No relatives please.*

NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

DISCLAIMERS

I certify that all information contained in this application and any attachment is true and complete to the best of my knowledge. I understand any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize instigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that Mountrail County is an AT-WILL employment agency and this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A typed name is considered a signature.

Your fingerprints will be used to check the criminal history records of the FBI in accordance with Title 28 CFR 50.12. You have the opportunity to review or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34. I hereby authorize the North Dakota Bureau of Criminal Investigation to release my state and FBI criminal history records to the requester. A photocopy of this signed release shall have the same force and effect as the original release.

Signature of Applicant

Date