JOB TITLE: CORRECTIONAL OFFICER

Job Title: Correctional Officer 1

Band/Grade: B22

Salary Range: $59,500-64,405/year DOE

FLSA Status: ☐ Exempt ☒ Non-Exempt

Closing Date: Considered open until filled

Primary Purpose:

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

Duties:

- 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.

Minimum Qualifications:

- 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.

HUMAN RESOURCES
hr@co.mountrail.nd.us
701-628-8980
MOUNTRAIL COUNTY

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 *By providing your email address, you hereby consent to receive all future notifications related to this application via email.*		
Can you provide proof, *if hired,* that you are eligible to work in the United States? ☐ No ☐ Yes		
Are you at least 18 years of age or older? ☐ No ☐ Yes		
Have you ever been convicted of a crime other than a minor traffic violation? ☐ No ☐ Yes *If yes, please explain.* *Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.*		
Are you related to a Mountrail County employee or County Commissioner? ☐ No ☐ Yes *If yes, who are you related to?*		
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? ☐ No ☐ Yes	
COLLEGE/LOCATION	Did you graduate? ☐ No ☐ Yes	
OTHER TRAINING/LOCATION	Did you graduate? ☐ No ☐ Yes ☐ N/A	
OTHER EDUCATION/TRAINING/SKILLS		

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.*	

NAME OF EMPLOYER	PHONE #
JOB TITLE	DATES OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name.*	

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	**CITY/STATE**	**PHONE #** (Work/Cell)

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:

☐ **I am not claiming Veteran's Preference.**

☐ **Veteran?** *Attach DD-214 & Report of Separation.*

☐ **Disabled Veteran?** *Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.*

☐ **Spouse of Disabled Veteran?** *Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.*

☐ **Spouse of Deceased Veteran?** *Attach DD-214, Report of Separation & Veteran's death certificate.*

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.

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 and a typed name is considered a signature.

Signature of Applicant **Date**

All information provided is subject to the North Dakota Open Records Law.

Clear all fields

Return to:

Mountrail County Human Resources
rschumaier@co.mountrail.nd.us
PO Box 69 | 101 North Main Stanley
ND 58784-0069
701-628-2445 fax

Print

Call 701-628-8980 with questions.

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

EQUAL EMPLOYMENT OPPORTUNITY

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

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

NAME	
POSITION APPLYING FOR	
BIRTHDATE (MM/DD/YYYY)	**GENDER** ☐ Male ☐ Female

Racial/Ethnic Heritage

Please mark the one box that describes the race/ethnicity category with which you primarily identify.

- ☐ **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.

How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source)

We are an Equal Opportunity Employer.