



Mark Milbrandt, Sheriff

Dave Lunzman, Chief Deputy Sheriff

Classification: Jail Correctional Officer – Full-time

Wage: \$16.82/hour

Department: Sheriff's Department - Jail

Reports to: Jail Supervisor

FLSA: Non-Exempt

JOB DESCRIPTION

Summary/Objective:

Guards prisoners in the Brown County Jail, assuming responsibility for the safety and needs of staff and inmates during incarceration by performing the following duties.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effectively restrain inmate, forcibly if necessary, using handcuffs and other restraints.
- Break up fights and affrays using minimal force.
- Pursue fleeing inmates.
- Perform rescue operations; quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing through openings, jumping over obstacles, crawling in confined areas, and using body force to gain entrance.
- Prepare investigative and other reports; including sketches, using appropriate grammar, symbols and mathematical computations.
- Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations.
- Endure verbal and mental abuse when confronted with hostile views and opinions of inmates and other people in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters; may include standing for long periods of time, administering basic emergency medical aid, lifting, dragging, and carrying people away from dangerous situations; securing and evacuating people from confined areas.
- Possess sufficient dexterity to manipulate keys, keyboards, operate levers and buttons; manually operate heavy doors; count, collect, and inventory small items.
- Read and comprehend legal and non-legal documents; including the processing medical instructions, commitment orders, summons, warrants and other legal rights.
- Exercises independent judgement in determining the appropriate classification of inmates.
- Accurately observing and recording prisoner behavior.
- Assessing and responding to the needs of special populations.
- Engage in functions, such as preparing and serving food, maintenance and janitorial functions, working different shifts, extended walking on foot patrol and physically checking the doors, window and other areas to ensure that they are secure.
- Communicate with court officials to ensure availability of inmates for trials or hearings.

- Demonstrate communications skills in court and other formal settings.
- Transports and escorts prisoners, detainee's and committed mental patients, using handcuffs and other appropriate restraints.
- Schedules visits of inmates for medical treatment.
- Performs searches of people, mail items, objects capable of concealing contraband, buildings and large outdoor area which may involve feeling and detecting objects, walking for long periods of time and detaining people.
- Conducts visual and audio surveillance both within and outside the perimeter of the jail for extended periods of time.
- Inspects facilities for cleanliness.
- Makes determination of trustees to be used in the jail.
- Prepares reports concerning inmate population and jail functions, as required by law.
- Prepares requisitions for commissary, clothing, and housekeeping supplies.

Competencies:

- Stress Management/Composure
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Problem Solving/Analysis
 - o Meet deadlines, think critically and solve problems.
 - o Common math: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, and percentages.
- Teamwork Orientation
 - o Agency regulations, policies, office administrative processes and procedures.
 - o Establish and maintain effective relationships with coworkers, other agencies and the public.
 - o Performing basic office support work.
- Communication Proficiency
 - o Communicate effectively in oral and written forms.
 - o Principles and techniques of public relations and customer service, both in person or over the phone.
 - o Read and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - o Write routine reports and correspondence.
 - o Speak effectively before groups of citizens or employees of organization.
- Technical Capacity
 - o Record keeping principles and practices.
 - o Use of specified computer applications, Microsoft Office.
 - o Deal with a variety of concrete variables in situations where only limited standardization exists.
 - o Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken work
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

Position Type / Expected Hours of Work:

- Fulltime, twelve (12) hour shifts; days, hours may vary

Travel:

- Travel maybe expected for this position.

Education, Experience and Certificates:

- High School diploma/GED.
- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver's license within 30 days of hire.
- CPR and First Aid certified.
- Certified Birth Certificate.
- Certified Social Security Card.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County Sheriff's Department application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov