



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Jail Administrator

Sheriff's Department

Wage: \$2,709.61/pay period, DOE

Opening date: 05/22/2023

Closing date: 06/05/2023

### JOB SUMMARY

This position directs the operations of the Brown County Jail.

### MAJOR DUTIES

- Oversees jail operations to ensure compliance with all federal, state, and local laws and to maintain the safety and security of inmates, employees, and the public.
- Trains, assigns, directs, schedules, supervises, evaluates, and disciplines personnel.
- Inspects all areas of the jail to ensure compliance with relevant codes, to ensure that all inspections and certifications remain up to date, and to address any maintenance issues.
- Oversees the training of jail staff.
- Coordinates the transport of inmates from and to other correctional facilities, court, medical appointments, mental health hearings, etc.
- Manages inmate funds; ensures that all monies are deposited into correct bank accounts and that all bank statements are balanced monthly.
- Hears all appeals of inmate grievances; maintains and updates inmate rules and regulations.
- Oversees the provision of meals, medications, toiletries, and other personal items to inmates.
- Oversees the inspection of inmates and inmate cells to identify and seize contraband.
- Oversees the booking and processing of inmates into and out of the jail.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern detention facility management and operations principles.

- Knowledge of modern detention practices and criminal justice system processes.
- Knowledge of management and supervisory principles.
- Knowledge of departmental and county policies and procedures and federal, state, and local laws and regulations.
- Knowledge of relevant federal and state laws, rules, and regulations.
- Knowledge of computers and job-related software programs.
- Knowledge of building security and maintenance principles.
- Skill in planning, organization, and decision making.
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.
- Skill in dealing with the public.
- Skill in the operation of standard office equipment.

#### SUPERVISORY CONTROLS

The Chief Deputy Sheriff assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of jail activities.

#### GUIDELINES

Guidelines include federal and state laws, health and fire codes, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, technical, and supervisory duties. Working with potentially dangerous and uncooperative inmates contributes to the complexity of the position.
- The purpose of this position is to direct the day-to-day operations of the county jail. Successful performance helps ensure the efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with coworkers, other county employees, judges and other court personnel, elected and appointed officials, representatives of state and federal agencies, attorneys, families of inmates, vendors, inmates, and members of the general public.
- Contacts are typically to exchange information, motivate persons, justify matters, resolve problems,

and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, stooping, or walking. The employee frequently lifts and occasionally heavy objects, utilizes tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and a detention facility. The employee may be exposed to contagious or infectious diseases. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Jail Administrator, Sergeant – Jail, Sergeant – Home Detention, Home Detention Officer, Detention Officer, Jail Records Technician, Licensed Practical Nurse, and Kitchen Manager.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain State of South Dakota Law Enforcement Training certification.

#### APPLY BY

Submit Brown County application to:

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

Fax: 605.725.2355

Email: [humanresources@browncounty.sd.gov](mailto:humanresources@browncounty.sd.gov)