

Grand Forks County Correctional Center

is accepting applications for

Full-Time Correctional Officer I

(accepting applications for male and female candidates)

Hourly Starting Rate: \$18.95, Paid Semi-Monthly
Plus an Excellent Benefits Package

Grand Forks County is an Equal Opportunity Employer

TO APPLY

A Grand Forks County application must be completed and submitted with a resume and cover letter.

Applications may be obtained from:

www.gfcounty.nd.gov

DEADLINE TO APPLY: October 15, 2020, by 5:00 pm.

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

ABOUT THE POSITION

Correctional Officers are non-sworn, uniformed employees responsible to provide a safe and secure environment for inmates and staff in a corrections facility. Duties include but are not limited to: security checks, meal pass, inmate supervision, headcounts, reporting, processing incoming inmates, releasing inmates and various other duties. Ensures the constitutional rights of inmates are maintained while complying with applicable state Century Codes, ND Jail Rules, and established Center policies, regulations and procedures.

Typical Duties and Responsibilities:

- Follow procedures and process incoming arrestees by performing duties such as fingerprinting, photographing, collection and completion of personal data and property into electronic jail management software, and perform clothed/unclothed body searches. Escort inmates to housing area, obey directives, follow procedures, and discharge inmates.
- Provide help necessary to inmates in establishing a daily living routine, such as supply linens, delivering approved medications, administering first aid, and maintaining a sanitary facility.
- Observe, record, and log inmates' movements within the facility, their behavior, visitors, and requests for assistance. Conduct unannounced non routine well- being checks. Escort inmates to/from court and medical facilities, as necessary.
- Conduct cell checks for contraband; conduct inmate count; conduct security checks, such as inspection of windows, doors, and locks for tampering; and maintain appropriate logs.
- Respond to and control emergency situations such as inmate altercations/fights, emergency medical needs, calls for officer assistance.

Special Requirements: Must be 18 years of age, high school graduate or G.E.D, preferably Associates degree. Knowledge of dealing with people, multi-tasking, legalities of restricted environment, ability to successfully pass licensing for Correctional Officer Certification. Must maintain a valid driver's license.

Physical Demands

- Requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force.
- Requires standing, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires walking, sitting, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions.
- Requires color perception and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Disagreeable Conditions and Hazards

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.
- Subject to rotating shift assignments, 24 hours per day, seven days per week, to 12 hour shifts without relief, to call out and overtime.
- Occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- Often subject to enclosed environment over extended periods of time, and may be exposed to individuals or groups who are dangerous and unstable.

SELECTION PROCESS

Prospective employees will undergo a thorough background investigation including a medical and drug/alcohol screening.

Reasonable Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

DISQUALIFYING FACTORS

The following factors will be disqualifying:

- A false statement or any omission of information, on the employment application, consent form, or verbally is disqualifying and grounds for termination.
- A felony conviction.
- Applicants on criminal probation at time of intended hire.
- Any unlawful use of any drug while employed as a peace officer.
- Any involvement in the sales of illegal drugs.
- Lack of a valid driver's license at time of intended hire.

The following factors *may be* disqualifying:

- Prior drug usage will be evaluated for what was used, the extent of the use, and how recent the usage has been (including marijuana).

- A misdemeanor conviction.
- A conviction for theft.
- Unlawful carrying of a concealed weapon.
- Demonstrated history of irresponsible motor vehicle operation.
- A "Failure to Appear" on your driving record.
- A D.U.I. conviction.
- Applicants under psychological/psychiatric care.
- Military discipline or less than honorable discharge.
- Demonstrated history of financial irresponsibility.
- Failure to keep appointments or submit documentation in a complete, neat or timely during the background process.

ABOUT THE ADULT CORRECTIONS

The Grand Forks County Correctional Center (GFCCC) located at 1701 N Washington St., Grand Forks, ND held its opening dedication ceremony on September 23, 2006. The 242 bed facility houses on average 200 inmates on any given day. Of these 200; approximately 75% are male and 25% are female. On average, 5,100 people are booked into GFCCC each year equating to nearly 14 bookings every day. Staff of the GFCCC is tasked with the custody, care, safety and welfare of all of these individuals. To provide these services requires a staffing of over 70 individuals as many positions require 24/7 coverage. Corrections Officers represent the largest number of GFCCC employees and work directly with the inmates of GFCCC on a daily basis. Corrections Officers typically work 12.25 hour shifts working every other weekend and 14 out of every 28 days.

Opportunities for senior Corrections Officers may include specialized training as well as training in firearms and qualification testing to allow for the transport of inmates outside of the facility requiring an officer to be armed, as well as opportunity for advancement within the ranks of GFCCC.

GRAND FORKS COUNTY BENEFITS

Retirement: Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

Retiree Health Coverage: Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

Deferred Compensation Program: Employees may also defer a portion of their salary into a 457 plan.

Vacation Leave: Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

Sick Leave: Full-time, regular employees accrue 8 hours of sick leave per month.

Personal Leave: After 12 months of service, eligible employees will receive two (2) floating holidays each year.

Holidays: Twelve (12) paid holidays (paid at 8 hours) per year.

Group Health Insurance: Grand Forks County participates in the Blue Saver 100 2800 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

Dental Plan: Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

Vision Care: Coverage is available for employees and dependents. Employee pays 100% of premium costs.

Life Insurance: Grand Forks County provides \$7,000.00 of term life insurance.

Pay Days: All employees are paid twice monthly, on or before the 15th and the last working day of the month.

Direct Deposit: All Grand Forks County employees are required to participate in direct deposit.

Discounts: Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.