



HIRING INFORMATION

Grand Forks County Juvenile Corrections **PART-TIME FEMALE CORRECTIONAL OFFICER**

Grand Forks County is an Equal Opportunity Employer

Starting Rate: \$18.35, paid semi-monthly

ABOUT THE POSITION

Perform correctional functions to secure the care and control of detainees, the protection of juvenile rights complying with State and Federal policies and procedures, and to ensure the safety of the juveniles, staff and the public.

Typical Duties and Responsibilities:

- Implement and monitor Center's policies and procedures, oversee and implement statutes and federal laws, regulations and guidelines.
- Conduct intake of new admissions to the juvenile detention center, and conduct searches of individuals entering the facility.
- Escort juveniles to and from holding cells, court, medical appointments, and other facilities as assigned. Escort non-residents and visitors entering and leaving the facility. Communicate with court regarding court appointments and convey information and time of appearance to co-workers and juveniles.
- Conduct visual verification of resident activities by performing cell checks, and observing through the facility camera system. Deliver meals, medication, snacks, utensils, reading materials and other items to resident's cells or units, and retrieve items when finished. Inspect rooms and units for contraband items at regular and non-designated intervals.
- Control activities of residents in units and in dayroom, physically confront unruly residents, and control resident interaction with verbal instructions.
- Administer prescription medication to residents per physician orders. Administer non-prescription or over-the-counter medications to residents. Evaluate physical complaints of residents and determine and recommend treatment options and needs. Collect urine specimens for analysis to determine disease and drug use. Monitor attitude, mood changes, behavior, and emotional markers for suicidal tendencies.
- Supervise residents performing janitorial, cleaning, and maintenance of units. Clean empty units, showers, and common areas of facility.
- Determine appropriate unit assignment as per personality conflicts, nature of charges, and other circumstances.
- Maintain log of activities for officers and juveniles such as phone logs, ledgers, and calling sheets.
- Report unusual occurrences in thorough, timely, and precise manner for review and correction.
- Receive and relay information from Adult Correctional facility.
- Enter daily data into state computer system.

Special Requirements: Must be 18 years of age, high school graduate or G.E.D, and six (6) months of related experience with juveniles. Two (2) years' experience is preferred, or any combination of education and experience.

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 Abilities

- Sitting and operating a keyboard to enter data into a computer for extended periods of time.
- Dexterity of hands and fingers to operate a computer.
- Hearing and speaking to exchange information on the telephone or in person.
- The Officer can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit.
- Periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds.
- Officers must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.

Working Environment

- Work is performed in a 24 hour/7 day confined, security facility.
- Exposure to physical danger from high-risk juvenile offenders may be present.
- Subject to non-standard work hours (rotating shifts spanning day, swing, overnight hours), weekends, and holidays
- The work is typically performed in an office and outdoors, occasionally in cold inclement weather. The work requires the use of specialized law enforcement equipment.

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.

TO APPLY

A Grand Forks County application form must be completed.

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

Applications may be obtained from:

Grand Forks County, Human Resources
151 South 4th Street, 1st Floor
Grand Forks, ND

Visit our website at: www.gfcounty.nd.gov

Deadline to Apply: May 23, 2017 by 5:00 pm