

Grand Forks Correctional Center is accepting applications For Part-Time MALE & FEMALE Corrections Officers.

Hourly Starting Rate: \$18.35, paid semi-monthly
Plus an excellent benefits package.

ABOUT THE POSITION

Under direct and indirect supervision of supervisory staff, provides for the custody and care of all inmates incarcerated at or in the care of the Correctional Center. 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.



Grand Forks County Adult Corrections Hiring Information

Grand Forks County is an Equal Opportunity Employer

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

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

Deadline to Apply: August 22, 2017 by 5:00 pm

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.