

### **Full-time Correctional Officer/Dispatcher Position**

Yellow Medicine County is hiring a full-time Correctional Officer/Dispatcher to work in the County Jail. Shifts are from 6am-6pm and 6pm-6am (rotating schedule). This position maintains jail security, processes and supervises inmates, dispatches personnel and equipment and maintains logs and records. Minimum requirements: Any combination of education/experience equivalent to graduation from high school. Pay range is \$25.59/hr.-\$35.43/hr. DOQ. \$1.50/hour more for all night and weekend hours, holiday pay and four hours of mandatory overtime each pay period (an approximate combined salary range of \$60,000-\$83,000). Excellent benefits. Position is open until filled. Send county application to Human Resources, 180 8<sup>th</sup> Ave., Granite Falls, MN 56241. Application, job description and summary of benefits available at [www.co.ym.mn.gov](http://www.co.ym.mn.gov) or by calling (320) 564-5841. EOE.

# Corrections Officer/Dispatcher



|                          |                              |
|--------------------------|------------------------------|
| Department/<br>Division: | Sheriff's Office             |
| Supervisor:              | Assistant Jail Administrator |
| Supervision:             | Non-Supervisory              |
| Union Status:            | Union: Teamsters             |
| FLSA Status:             | Non-Exempt                   |
| Revision Date:           | May 2023                     |
| Prepared by              | DDA Human Resources, Inc.    |

## **General Definition of Work**

Responsible to process emergency, non-emergency and administrative calls to the dispatch center and responsible for the control, observation and supervision of inmates to ensure the maintenance of security, safety, operational rules, and policies of the Yellow Medicine County Jail.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Duties and Responsibilities**

### **Essential Functions**

- A. Performs Corrections Officer duties to ensure the maintenance of security, safety, operational rules, and policies.
  - A.1. Monitors inmates; monitors and maintains facility security systems.
  - A.2. Patrols jail area to ensure inmate security and safety and to maintain order and discipline.
  - A.3. Conducts security searches throughout the facility.
  - A.4. Distributes medication, clothing, linen, meals, mail, canteen and paperwork to inmates.
  - A.5. Processes inmates for intake and classifies for security purposes.
  - A.6. Assists with booking and release of inmates; conducts searches of inmates; takes custody of inmate personal possessions and issues receipts.
  - A.7. Writes and updates reports and maintains files.
  - A.8. Responds to safety and security incidents and other emergency situations, may require physical restraint and control of resisting and uncooperative inmates.
  - A.9. Manages and performs jail cleanliness activities.
  - A.10. Supervises visitations; inspects items brought into facility for contraband.
  - A.11. Maintains jail canteen and inmate canteen accounts; records purchases and deposits made.
  - A.12. Escorts inmates within jail facility; moves inmates for court appearances, visitations, releases, programs, transport to various offices or other locations.
- B. Performs emergent and non-emergent public safety dispatch services.
  - B.1. Answers emergency and non-emergency calls; collects pertinent information, dispatches resources.
  - B.2. Directs administrative calls to appropriate recipients.
  - B.3. Provides for the welfare and safety of officers dispatched to active calls for services.

# Corrections Officer/Dispatcher

- B.4. Maintains records of incidents, reports, forms, permits, etc.
- B.5. Relays pertinent information from surrounding departments' alerts.
- B.6. Monitors camera system in jail and courthouse.
- B.7. Operates movement of inmates and staff throughout the jail through the door security system.
- B.8. Pre-books inmates coming into the jail from other agencies.
- B.9. Collects information to assist investigators.
- B.10. Broadcasts law enforcement updates and weather updates; activates warning sirens in cases of severe weather.

## **Additional Functions**

- A. Attends training, conferences, and seminars.
- B. Performs other duties as assigned or apparent.

## **Qualifications**

### **Minimum Qualifications**

- A. High School Diploma or equivalent
- B. Valid driver's license

### **Knowledge, Skills and Abilities**

- A. Basic knowledge of law enforcement terminology and procedures.
- B. Knowledge of the geography of the county.
- C. Ability to effectively use communications systems, computers and various software programs.
- D. Ability to enforce institutional rules firmly and fairly.
- E. Ability to handle critical situations in a calm manner.
- F. Ability to maintain effective public relations and communicate with hostile, injured or impaired persons.
- G. Ability to interpret a variety of instructions furnished in written, oral, or schedule forms.
- H. Ability to communicate effectively, orally and in writing.
- I. Ability to maintain effective public relations and deal with emotional, hostile or aggressive persons.
- J. Ability to establish and maintain effective working relationships with others.
- K. Ability to perform work subject to general policy direction, practices and procedures subject to general supervisory review.

## **Physical Demands & Working Conditions**

- A. Work is primarily performed in an office or jail setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury when working in the office.
- B. Moderate likelihood of contact to blood, airborne pathogens, and other potential infectious materials. Protective materials and training are provided to protect from these hazards.
- C. Will have infrequent exposure to health hazards, accidents, and angry or emotional persons.
- D. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds.

# Corrections Officer/Dispatcher

- E. This position is exposed to mental effort and stress.
- F. This position frequently performs work under high attention to detail and deadlines.

## **Equipment Utilized**

- A. Office equipment, corrections equipment and database and communications equipment.

This document does not create an employment contract, implied or otherwise. The County Board, County Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Yellow Medicine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.