

## CASS COUNTY VACANCY NOTICE

APPLICATION PROCEDURE: To test for Correctional Office positions, go to the following website: <https://www.empco.net/dakota/> and follow the instructions. The required profile and test must be completed and passed before you will be considered for a position. You will be notified by the Cass County Sheriff's Office when there are current job openings.

You will find a comprehensive list of testing location sites in North and South Dakota on the EMPCO website. There is a fee to take the examination.

POSITION TITLE	Correctional Officer I - B22	TODAY'S DATE	01/12/17
DEPARTMENT	SHERIFF - Cass County Jail	LOCATION	County Jail
CLOSING DATE	Open until filled	SALARY PER YEAR	\$36,916
EMPLOYMENT STATUS (CIRCLE ALL APPLICABLE):			
	FULL-TIME / / PART-TIME		SALARIED / / HOURLY
	STANDARD / / TEMPORARY		EXEMPT / / NON-EXEMPT
<b><u>MINIMUM QUALIFICATIONS, EDUCATION, EXPERIENCE NEEDED:</u></b>			

- High School Diploma or equivalent
- Must pass psychological exam
- Must hold a current Driver's License
- Must be able to walk, run, lift, carry and have sufficient dexterity in all limbs to perform manual tasks associated with jail activities, including controlling altercations with inmates.
- Must be capable of physical activities which may involve restraining individual(s) and use of defensive tactics.
- Must be capable of both verbal and written skills that would enable one to communicate effectively with individuals of various mental capacities and professions. Must be able to testify in Court.

<b><u>DESIRED/PREFERRED:</u></b>	Bachelor's degree in Criminal Justice, Corrections, Sociology, Psychology or a related field.
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<b><u>JOB DUTIES:</u></b>	Process and Release of Inmates
	Supervise Inmates and assist with Inmate Services and Activities
	Complete appropriate reports and other documentation
	Maintain security within Jail and assure safety of the Inmates
	Properly implement emergency procedures according to policy.
	Requires that you work within close proximity to inmates.