



Strong Foundation. Strong Future.

MINNEHAHA COUNTY
invites applications for the position of:

Corrections System Operator

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$14.69 - \$15.82/Hour **OPENING DATE:** 08/05/16 **CLOSING DATE:** 08/19/16 05:00 PM

GENERAL INFORMATION:

The Minnehaha County Sheriff's Office invites applications for Corrections System Operators (CSO) to work within the County's correctional facilities. CSOs learn how to operate a computerized jail management system to monitor and direct all traffic within the jail to provide safe, secure housing of inmates and continued public safety. CSOs work together with Correctional Officers in all areas of the jail including the control room, front desk, inmate booking, housing units, and at the work release center. No prior experience is required to be a CSO; all training is provided. Employment as a CSO can be an excellent kick start to a career in corrections and law enforcement.

The Minnehaha County Jail offers a rewarding career in corrections including:

- Full-time pay/benefits by working only **15 days a month**
- **Fri/Sat/Sun off every other week**
- 12-hour shifts including nights, weekends, and holidays
- Comprehensive, paid classroom and on-the-job training
- Overtime opportunities

County benefits include health, dental, vision, and life insurance; generous PTO and extended sick leave programs; SDRS retirement plan; a flexible compensation plan; and a deferred compensation plan.

EXAMPLES OF DUTIES INCLUDE:

Operate electronic surveillance equipment to maintain security and control of inmate and staff movement and interaction throughout the jail and work release center. Positively identify all persons entering and leaving public areas and housing units and track intended destination. Monitor and direct response for all security, life safety, and communications systems including telephone and radios. Respond to emergency situations. Assist the public over the phone and in person with questions and concerns. Confirm and serve warrants. Conduct National Crime Information Center (NCIC) checks on visitors. Schedule clergy and attorney visits. Perform searches on incoming persons or property including metal detector searches. Process money and property received on inmate's behalf, including bond and commissary funds. Operate videotaping equipment and set up and log video visitations. Prepare and complete reports. Maintain security of and account for keys, radios, passes, and equipment. Monitor and document inmate behaviors. Assist in performing inmate head count. Log and search inmate mail.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus one year of work experience, including accurate and rapid operation of PC based computer system. Must successfully complete pre-employment background process. Ability to multitask and perform detail oriented responsibilities. Must maintain ability to be a credible witness in court. Ability to learn and apply the policies and procedures of law enforcement operations. Ability to communicate effectively orally and in writing and to establish effective working relationships with co-workers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Associate's degree or bachelor's degree in criminal justice. Experience working in corrections. Knowledge of legal terminology.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #16-48
CORRECTIONS SYSTEM OPERATOR
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Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.