



**MINNEHAHA COUNTY**  
invites applications for the position of:  
**Correctional Officer**

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

**GENERAL INFORMATION:**

The Minnehaha County Sheriff's Office invites applications for Correctional Officers to fill female and male posts maintaining safety and security within the county's correctional facilities. Minnehaha County offers a rewarding career in the field of corrections that includes:

- Full-time pay/hours by working only 15 days a month
- Fri/Sat/Sun off every other week
- 12-hour shifts including overnights, weekends, and holidays
- Overtime opportunities
- Career advancement potential
- Paid classroom and on-the-job training
- County benefits including health, dental, life, and vision insurance; generous PTO program; extended sick leave program; retirement plan; and a deferred compensation plan.

To be considered for a position, applicants must apply online and those who meet the minimum qualifications must complete the written examination through [EMPCO.net](http://EMPCO.net). Once your application has been reviewed by Human Resources, you will receive a confirmation email notifying you to take the written exam. Testing sites are located throughout North and South Dakota including The University Center in Sioux Falls, SD. To schedule for an exam, and for additional information regarding the EMPCO exam, visit [EMPCO.net](http://EMPCO.net). For questions regarding the application process contact human resources at 605-367-4337.

You are not required to retake the exam if you have taken, and passed, the exam within the last 12 months.

*New employees are hired as Correctional Officers In Training and promoted to Correctional Officer at a higher pay grade after successful completion of probationary period. This recruitment may also be used to staff Corrections System Operator vacancies at a lower pay grade.*

This position will remain open until filled. The 2018 hiring range for these positions is \$17.63 - \$18.99/hr.

**EXAMPLES OF DUTIES INCLUDE:**

Perform inmate head counts, cell checks, and searches. Monitor, log, and supervise inmate movement, recreation, visitations, cleaning, laundry, and security checks. Receive and release inmates by completing paperwork, fingerprinting, photographing, data entry, and conducting checks for outstanding warrants, protection orders, etc. Log and manage inmate property, money, and supplies. Exercise appropriate use of force and self-defense tactics to restrain disorderly inmates and deescalate volatile situations. Operate and maintain radios, telephones, and other communication equipment. Operate doors and intercoms and perform security checks of the perimeter, buildings, and grounds. Answer phones and assist callers with questions and concerns. Answer inmate questions and concerns and assist inmates with paperwork as necessary. Prepare and complete reports.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and one year of relevant work experience. Comparable combination of education and work experience may be considered. Must pass a written examination. Possession of a valid driver's license and must maintain a safe driving record with Minnehaha County. Must successfully complete pre-employment background process. Ability to make appropriate decisions quickly and with tact and impartiality. Ability to learn and apply the policies and procedures of law enforcement operations. Must maintain ability to be a credible witness in court. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with co-workers and the public. Ability to maintain a 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](mailto:jobs@minnehahacounty.org)

Job #17-75  
CORRECTIONAL OFFICER  
JA

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.