

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
20-07	March 5, 2020	March 20, 2020

POSITION: Detention Officer (Jailer)

LOCATION: Big Horn County Sheriff's Office

SALARY: \$16.50 per hour, plus benefits

DUTY HOURS: 40 hours per week; rotating shifts

MAJOR DUTIES: Responsible for the care and supervision of inmates in the County Detention Facility, including admitting, booking, preliminary evaluation, searching and interment of prisoners; assures that all Detention Facility procedures are followed and continually monitors the security and safety of prisoners; prepares and maintains routine daily records and reports of activities; contact with the public, other agencies, families and prisoners; upon proper training, may serve as a Dispatcher and other duties as assigned.

QUALIFICATIONS: Graduation from high school or its equivalent with some work experience in dealing with the public; never been convicted of a felony. Must be P.O.S.T. certified as Detention Officer, or have the ability to become certified within one (1) year of employment. CPR training desirable. Some computer skills helpful. Must respect and safeguard non-public confidential information. Must possess a valid Montana Driver License and must be an insurable driver.

TESTING: A written test and oral interview will be administered.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County public safety application (include driving record, if from a state other than Montana in last three (3) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email rjohnson@bighorncountymt.gov.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: March 5, 2020

Bill to: Big Horn County Sheriff's Office (Detention)