

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
21-30	November 4, 2021	Until Filled

POSITION: Detention Officer (Jailer)

LOCATION: Big Horn County Detention Center (Jail)

SALARY: \$21.50 per hour, plus great 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; other duties as assigned.

BENEFITS: 4 employee health plans to choose from, with costs for employee ranging from \$43.50 to \$0 per pay period. A High Deductible plan-\$0 cost to employees with \$732 per year directed to a Health Savings Account for full time, eligible employees. Affordable Vision and Dental plans for employees. Montana Public Employee Retirement plan. Paid Vacation and Sick leave and Holidays. Employees provided \$25,000 of Life Insurance and affordable, voluntary, supplemental Life and AD&D insurance up to \$100,000 upon enrollment. Free Wellness Screenings. Discounted Gym Membership.

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 five (5) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email humanresources@bighorncountymt.gov.

DEADLINE: Applications will be reviewed every Monday until position filled.

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.