



**Sanders County Sheriff's Office
VACANCY ANNOUNCEMENT
November 13, 2017**

Position: Detention Officer/Bailiff/Transport
Part Time: up to 32 hours per week, non-exempt

Department: Sanders County Sheriff's Office

Salary: \$12.63 per hour

Closing Date: 5:00 PM Tuesday, November 21, 2017

Applicants: Please apply at Sanders County Job Services.

Summary of Work: General Duties

Responsible for the effective process and release of inmates in the Detention Center at the Sanders County Sheriff's Office. These functions are to be conducted in a safe and secure manner which is in compliance with detention rules and regulations.

Education and Experience:

- High School diploma or GED equivalent
- Must complete and pass Detention Office Basic Training: experience preferred
- Must maintain: POST certification, professional development annually that is consistent with Montana Jail Standards, follow Detention policies/procedures, inmate rules/regulations and other training as assigned
- Must complete First Aid and CPR Training, or provide current verification of training
- Strong communication skills both written and verbal
- Exhibit strong public relation and customer services skills; necessary to meet the needs of the inmates, the public and co-workers.

Note:

- A criminal background investigation, which may involve fingerprinting, may be required.
- A felony or misdemeanor conviction may disqualify the application from employment with Sanders County.
- A copy of the job description is available in the Human Resources Office.