



**Sanders County Sheriff's Office**  
**VACANCY ANNOUNCEMENT**  
**February 26, 2019**

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

**Department:** Sanders County Sherriff's Office

**Salary:** \$13.10 per hour

**Closing Date:** Friday, March 22, 2019 at 4:00 p.m.

**Application Documents Required:**

Please contact Sanders County Job Service at 406-827-3472.

**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.