



## Sanders County Sheriff's Office

### VACANCY ANNOUNCEMENT

September 3, 2020

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

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

**Salary:** \$13.76 per hour, then \$14.99 after 1040 hours of work completed

**Closes:** Monday, September 21, 2020, at 9:00 a.m.

**Application Documents Required:** Contact Sanders County Job Service at 406-382-3045.

#### **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.