

Koochiching County Sheriff's Office

HAS AN IMMEDIATE OPENING FOR PART-TIME CORRECTIONAL OFFICER/E911 DISPATCHER

Classification: Union

Starting Pay: \$23.81-\$31.66, depending on qualifications.

Normal Hours of Work: Shift work, Including 6:00 p.m. until 6:00 a.m.

Benefits: PERA retirement.

Under the direction of the Jail Administrator, the E911/Correctional Officer is responsible for providing dual responsibilities of E911 Dispatching and Correctional Officer responsibilities. When serving as Correctional Officer, the job is responsible for providing security for the County Jail by controlling the entrances and exits to the outer and inner perimeter of the jail; to receive, search, process, discipline and release or secure as required all lawfully arrested or sentenced persons, to control and care for inmates assigned to the jail facility, to enforce rules and regulations, to maintain order, and to prevent escapes.

Minimum Qualifications for Applicant:

Must have a high school diploma or equivalent.

Must have a valid Minnesota Driver's License.

Must be a minimum of 18 years old.

Must have excellent verbal and communication skills.

Must have the ability to physically restrain inmates if necessary.

Computer skills required.

Must pass a criminal background check.

Previous training or experience in Corrections and/or 911 Dispatching is desirable, but not required.

Applications and job description are available on the Koochiching County Website:

<http://www.co.koochiching.mn.us/203/Employment>.

Completed applications accompanied by resumes are to be returned to:

Koochiching County Jail Administrator

715 4th Street

International Falls, MN 56649.

Applications will be accepted until the position is filled.

Koochiching County is an Equal Opportunity Employer