



**Mark Milbrandt, Sheriff**

**Dave Lunzman, Chief Deputy Sheriff**

**Classification:** JDC Correctional Officer - Full-Time

**Wage:** \$16.82/hour; plus \$1.50 increase after January 1, 2022

**Department:** Sheriff's Department - Juvenile Detention Center

**Reports to:** Jail Deputy and Sergeants

**FLSA:** Non-Exempt

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Manages inmates in the Brown County Juvenile Detention center, as well as assisting the Brown County Jail with duties assigned. Assume responsibility for the safety, needs of staff, and prisoners during incarceration by performing the following duties...

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
- Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, warrants and other legal writs.
- Exercises independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
- Engage in functions in confined areas that include such things as preparing and serving food.
- Process and release inmates to include taking their photograph and fingerprints, as well as operating the office computers and teletype systems.
- Schedule visits of inmates for medical treatment.
- Perform intake center functions.
- Performs searches of people, mail items, objects capable of concealing contraband, buildings and large outdoor area which may involve feeling and detecting objects, walking for long periods of time and detaining people.
- Conducts visual and audio surveillance both within and outside the perimeter of the detention center for extended periods of time.
- Inspects facilities for cleanliness and ensures that the areas are kept clean to the detention center standards.
- Prepares reports concerning inmate population and detention center functions as required by law.
- Reports daily to the Sergeants on detention center activity.
- Prepares requisitions for commissary, clothing, and housekeeping supplies.

- Effectively confine an inmate, by force if necessary, using handcuffs and other restraints.
- Be able to break up fights and commotions using minimal force.
- Pursue fleeing inmates and perform rescue procedures and other duties which may involve quickly entering and exiting secured areas, lifting, carrying, and dragging heavy objects; climbing through openings, jumping over obstacles, crawling in confined areas, and using body force to gain entrance.
- Prepare investigative and other reports, including sketches and using appropriate grammar, symbols, and mathematical computations.
- Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations.
- Tolerate verbal and mental abuse when met with the hostile views and opinions of inmates and other people encountered in a hostile environment.
- Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.

**Supervisory Responsibility:**

- This position has no supervisory responsibilities

**Work Environment:**

- While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken work
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

**Position Type / Expected Hours of Work:**

- Fulltime, twelve (12) hour shifts; days, hours may vary

**Travel:**

- Periodic travel for training may be necessary for this position.

**Education and Experience:**

- High School diploma/GED will be the minimum level of education that will be considered.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Successfully completed the Medication Administration Course.
- Maintain CPR certifications.
- Certified copy of Birth Certificate and Social Security Card
- Must be 18 years of age and a U.S. citizen.
- No felony convictions
- Possess or be able to obtain a valid SD driver's license

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Language Skills- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.
- Mathematical Skills- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute, ratio and percentages.
- Reasoning Ability- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County Sheriff's Office  
22 Court St.  
Aberdeen, SD 57401

or

- Email: [Linn.Kamin@browncounty.sd.gov](mailto:Linn.Kamin@browncounty.sd.gov)