



Position Announcement **Male Corrections Officer** **Mower County Jail**

The Mower County Jail has openings and is accepting applications for a Male Corrections Officer position. The Male Corrections Officer is a full-time union position currently working in 12 hour shifts. ***This position also works every other weekend and some holidays.***

The corrections officer is responsible for supervising inmates in the jail and ensuring the safety and well-being of the inmate population and other jail staff. This includes conduction of booking in and release of inmates into and out of the jail; maintaining order and safety in the jail; performing clerical duties; and performing basic maintenance in the jail.

The corrections officer candidate requires a High School Diploma or G.E.D and three years of general work experience. **Starting Wage is \$22.2308/hour ~ 24.8244/hour** plus an additional \$1.00/hr. between 5pm-7am and 40¢/hr. on Sundays.

Application, supplemental questionnaire and the complete job description detailing the position are available at www.co.mower.mn.us or by contacting Mower County Human Resources, 507-437-9533. E-mail lesliek@co.mower.mn.us to submit and request an application and job description. Resumes will not be accepted in place of application forms. *Include supplemental questions form with application.* Selection Method: rating of training & experience. Final selection will include an oral interview, assessment, background investigation, physical exam, drug testing & psychological evaluation. Position is open until filled.

Mower County provides **12 Paid Holidays** and minimum of **20 Days Paid Time Off** per year as well as an excellent benefit package for full-time positions.



Competitive pay
Holiday pay
Weekend
Premiums
Night Premiums



Paid Time Off
Health Insurance
Disability Insurance
Life Insurance
Fitness Room



PERA
Retirement
Flexible
Spending
Account
Health Savings
Account

Equal Opportunity Employer



Corrections Officer

Job Description

Department: Sheriff's Department

Supervisor Title: Jail Administrator

Rating: B22

FLSA Status: Non-Exempt

Minimum Qualifications of Education and Experience:

High School Diploma or G.E.D. and a minimum of three years of work experience. Regular and reliable attendance is a necessary component of job/position.

Required License (s):

Incumbents in this class typically require:

- Valid Driver's License

Nature of Work:

The first level of the Corrections Series is responsible for the security, health, welfare and safety of inmates in the County's correctional facility, and the effective delivery of correctional services through the observance of all federal and state laws, county ordinances, correctional policies, procedures, rules and regulations. Responsibilities may include supervising inmates and enforcing rules and regulations to ensure the security of assigned area and personnel; performing well-being checks; searching cells and inmates; performing booking and release duties; and recording medical information; maintaining applicable documents. Incumbents of this position may be relied upon for providing credible and effective testimony in court and elsewhere. It is of utmost importance that person's in this position conduct themselves in a manner both at work and outside of work in a manner that does not cause concern regarding their ability to be able to provide credible and effective testimony.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Supervises inmates, performs well-being checks, administers medication, searches cells and inmates, and enforces rules and regulations to ensure the security of assigned area and personnel.	Daily 40%	B2
2.	Books and releases inmates; screens inmates for behaviors, attitudes, and interests; and records medical information.	Daily 20%	B2
3.	Prepares and maintains reports, logs, records, files, and other documents, and ensures informational accuracy and compliance with applicable policies and procedures.	Daily 20%	B2
4.	Performs other duties of a similar nature or level.	As Required	N/B

Level of Decisions:

Positions in this classification perform tasks to accomplish the defined goals related to corrections operations. Employees have limited latitude in the technology or process used, but may require unique application of technical processes or systems to determine solutions.

Direction Received/Provided:

Incumbents apply procedures and standards to specific situations, and work under general supervision. May provide direction/guidance and delegate tasks to others on work methods and procedures; troubleshoot problems and issues commensurate with relevant experience.

Knowledge, Skills and Abilities Required:

- Jail facility policies, procedures, and requirements;
- Federal, state, and local laws, rules, and regulations;

- Inmate rights;
- Self-defense techniques;
- Search and seizure procedures;
- Modern office equipment and practices;
- Implementing defensive tactics;
- Supervising inmates;
- Using a computer and related software applications;
- Maintaining records and logs;
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: The job is light to medium physically with the frequent standing, walking, climbing and intermittent lifting up to 50 pounds and intermittent heavier, pushing, pulling or restraining required. The job requires rapid respond to code calls and inmate disturbances. Officers must be able to distinguish between the colors of blue, khaki, red, green, orange, yellow, white and pink to maintain inmate security. The job requires working with 2-way radios, computers, telephones, DMT, fingerprinting equipment, pneumatic tubes, restraints, irritants and taser. The work is performed in a secure jail and involves supervising inmates incarcerated for criminal activities ranging from misdemeanor to felony offenses. This position frequently encounters verbal or physical posturing or intimidating behavior with an on-going threat of the situation becoming physical and which may require the physical restraint of inmates. There may be exposure to disagreeable odors (body odors, dirty clothes), body fluids, hazardous chemicals, communicable diseases, mentally unstable individuals and individuals under the influence of controlled substances. Since the job is a 24/7/365 position, there may be occasional needs to alter normal work times to provide continuity of adequate staffing. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

Work performed is sedentary in nature, and typically performed within the Government Center or a satellite office.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



"Supports the county's mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service."

Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:
May 2019	



Application for Employment

An Equal Opportunity Employer

Name: _____

Position Applying For: _____

Type of Employment Desired: ☐ Full-time ☐ Part-Time ☐ Temporary ☐ On-call

Date Available for Work: _____

Thank you for your interest in employment with Mower County!

Equal Employment Opportunity: Mower County embraces being an Equal Opportunity Employer and welcomes applicants from all background and walks of life. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), parental status, national origin, age, disability, genetic information, or other status protected by law.

Data Privacy Notice: The information requested on this application is intended to be used by the County in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the County being unable or unwilling to offer employment to you. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the County without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

Application Instructions/Selection Process:

- Applications are only accepted as positions are available and remain active for one year after submission. Resumes are not accepted in lieu of applications. If a resume is submitted, please do not include personal information (birth date, marital status, etc.)
- Complete the Mower County application clearly, accurately, and in its entirety. If you do not do this, you may not meet the position's screening criteria and/or be removed from further consideration because of an incomplete application.
- Experience section specifics:
 - List your present or most recent experience first. Only include paid experience; do not list unpaid or volunteer experience unless specifically requested.
 - List each promotion separately; even it was in the same organization.
 - If you attach additional information sheet(s), include all the information requested on the application.
 - To receive proper credit for your experience, list the five most important and/or time-consuming responsibilities you performed in each position and the frequency of time spent performing each function. Do not include duties that you performed only on an occasional basis.
- Your completed application must be physically received (faxed, emailed, or original) by Mower County Human Resources by the published closing date. We do not accept applications received after the closing date, even if they are postmarked by that date. Mower County Human Resources is not responsible for the failure of others, including the U.S. Post Office, to forward applications to us before the deadline.
- If you have special needs which may necessitate accommodations during the application, interview, and/or testing process, please contact Human Resources so that reasonable efforts can be made to accommodate your needs.

- **Criminal Background Information:** The County will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable to the County, and formal approval by the appointing authority.
- Drug Testing is conducted post-offer for individuals offered positions in the Sheriff's Office and in the Highway Department if they are required to operate equipment. Such offers of employment will be offered contingent upon passing the drug test.

Section 1: Personal Information

Last Name: _____ First Name: _____ Middle Initial: ____

Please list any other names under which you have been employed or which your educational records may be found: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Number 1: _____ Please check: ☐ Home ☐ Work ☐ Cellular

Contact Number 2: _____ Please check: ☐ Home ☐ Work ☐ Cellular

E-mail Address: _____

Are you at least 18 years of age? ☐ Yes ☐ No

Are you legally eligible to hold employment in the United States and able to provide documentation of your eligibility post-offer? ☐ Yes ☐ No

Have you previously applied for any position for Mower County? ☐ Yes ☐ No

If yes, please indicate which position: _____

Have you previously worked for Mower County? ☐ Yes ☐ No

If yes, please indicate the time period worked, position held, and previous supervisor:

Are you able to perform the essential functions of the position you are applying for with or without reasonable accommodation? ☐ Yes ☐ No

Section 2: Education/Job Qualifications

Name and location of high school: _____

Did you receive a diploma? ☐ Yes ☐ No or Did you receive a G.E.D.? ☐ Yes ☐ No

Name & Location of Vocational/Technical/Colleges/Universities Attended (List most recent first)	Degree	Major/Minor

Computer Skills (Please complete this section if it is relevant to the position you are applying for)

Typing Speed _____ words per minute

Indicate your level of experience with computer software/programs using the following scale:

N=No experience

G=General experience (less than 2 years of home or work-related experience)

E=Experienced (more than 2 years and less than 5 years of work-related experience)

P=Professional (5 or more years of work-related experience)

<i>Microsoft Word</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Microsoft Excel</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P
<i>Microsoft Access</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Microsoft Power Point</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P
<i>Microsoft Outlook</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Internet Explorer</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P

Please indicate any other computer software/programs in which you are experienced and your level of proficiency using the scale described above.

Licenses/Certifications (Please complete this section if it is relevant to the position you are applying for)**If position requires a valid driver's license:**Do you have a valid driver's license? ☐ Yes ☐ No Class _____Please list any **current** licenses or certifications relevant to the position for which you are applying.**Section 3: Work Experience**

Provide the following information regarding your work history beginning with your most recent employment first. Include only paid employment unless otherwise noted in the job posting. For the purposes of this section, list employment held in the past five years and any employment held outside of the past five years that may be relevant to the job position you are applying for. Do not write "see resume" – you may submit additional sheets in this format if more space is necessary. Refer to the instructions on page 1 of this application for further details regarding proper completion of this section.

Current or Most Recent Employer

Employer Name: _____

Employer Address: _____

City, State, Zip: _____

Phone Number: _____

Immediate Supervisor's Name: _____

Position Title held: _____

Employment Dates

From: (mo/year) _____

To: (mo/year) _____

Total: (years – months) _____

Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekends ☐ Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
Employer Address: _____
City, State, Zip: _____
Phone Number: _____
Immediate Supervisor's Name: _____
Position Title held: _____

Employment Dates

From: (mo/year) _____
To: (mo/year) _____
Total: (years – months) _____
Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekends ☐ Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
Employer Address: _____
City, State, Zip: _____
Phone Number: _____
Immediate Supervisor's Name: _____
Position Title held: _____

Employment Dates

From: (mo/year) _____
To: (mo/year) _____
Total: (years – months) _____
Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekends ☐ Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
Employer Address: _____
City, State, Zip: _____
Phone Number: _____
Immediate Supervisor's Name: _____
Position Title held: _____

Employment Dates

From: (mo/year) _____
To: (mo/year) _____
Total: (years – months) _____
Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekends ☐ Holidays

Reason for leaving: _____

Additional Employment Information

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? ☐ Yes ☐ No

If yes, please identify the employer and describe the circumstances: _____

Explanation of Gaps in Employment

Please explain any breaks or periods of non-employment in your employment history:

From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:

Section 4: References

Persons listed below as references should be in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. **Do not list acquaintances or relatives.** The County reserves the right to contact all prior employers, educational institutions, or institutions where you have volunteered in addition to the references listed below.

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Section 5: Veteran's Status

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five business days.

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? ☐ Yes ☐ No

Do you wish to claim Veteran's Preference Points? ☐ Yes ☐ No

If you are a disabled veteran and wish to claim additional points, please check here: ☐

How did you learn about employment with Mower County?

<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Employee Referral: _____
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College Recruitment	<input type="checkbox"/> External Website: _____
<input type="checkbox"/> Facebook	<input type="checkbox"/> Mower County Website	<input type="checkbox"/> Other Source: _____

Section 6: Certification, Acknowledgment, and Release

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the County.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority referenced in the job description and that until such approval that the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the County and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the County will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I hereby release the County and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____

Mower County
Corrections Officer
Supplemental Application Questions

Name: _____

Date: _____

1. What days are you available to work:

☐ S ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat

Shift Availability: ☐ 1st Shift (primarily 8 am – 8 pm)

☐ 2nd Shift (primarily 8 pm – 8 pm)

☐

Weekends: ☐ Yes ☐ No

Holidays: ☐ Yes ☐ No

Full Time: ☐ Yes ☐ No

Part Time: ☐ Yes ☐ No

2. In which of the following fields do you have a degree, certification, or specialized/technical training? (Check all that apply)

☐ Law Enforcement

☐ Other - please indicate _____

☐ Corrections

☐ None of the above

☐ Criminal Justice

3. If you indicated education/training in #2, please check the box that best describes your level of education/training relevant to this position.

☐ Associate's Degree

☐ Bachelor's Degree

☐ Other - please indicate _____

☐ No degree, but working toward completion*

*Please indicate the years/months of education that you have completed specific to law enforcement, corrections, criminal justice. Do not include time spent completing general courses. _____

4. How many years of work experience do you have in corrections?

☐ I do not have this experience ☐ 1 - 3 years

☐ Less than 1 year ☐ 3+ years

5. Indicate any of the following CURRENT certifications you have:

☐ CPR

☐ EMT

☐ First Responder

☐ Paramedic

6. Which of the following best describes your skill level in operating a computer:

☐ I do not have this experience

☐ Less than 2 years experience or limited use of Microsoft Office programs

☐ 2 - 5 years regular use of one or more Microsoft Office programs

☐ 5+ years proficient use in one or more Microsoft Office programs

7. Please indicate any language other than English that you can communicate fluently in: