



THIEF RIVER FALLS, MINNESOTA 56701

## **JAIL ADMINISTRATOR**

### **Do you want to work in a progressive, newly constructed jail?**

We are looking for an individual with superior organizational and communication skills and experience in the corrections/criminal justice field to work effectively with inmates and staff. Successful applicants must be committed to our mission and be energetic, observant, and have good decision-making skills. In addition, they must have a positive attitude, be self-motivated, and be a role model to others. Successful applicants must have administrative and supervisory experience in the correctional field.

Pennington County offers an excellent benefit package including health and life insurance and a retirement pension. This position features a salary range of \$55,099-\$71,635. Applications are available at the Pennington County Sheriff's Department, 102 West 1<sup>st</sup> St, Thief River Falls, MN or online at: <http://co.pennington.mn.us>, click on 'Employment'.

Application deadline: June 21<sup>st</sup>, 2019, 4:00 p.m.

***Pennington County is an Equal Opportunity Employer***

"Equal Opportunity Employer"



**POSITION DESCRIPTION  
PENNINGTON COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Jail Administrator	<b>Department:</b> Sheriff's Office
<b>Immediate Supervisor's Position Title:</b> County Sheriff	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the County Sheriff, the Jail Administrator is responsible for supervising and monitoring the daily operations of the jail assuring compliance with County, State and Federal standards, regulations, and statutes pertaining to the safety and security of inmates, staff and the public. The Jail Administrator oversees the implementation of jail programs; provides assistance in the planning, development and implementation of jail services, policies and procedures; and oversees the activities of staff in matters of inmate medical issues or disciplinary issues.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the daily operations and activities of the jail including security, services, staffing and recordkeeping functions of the jail to ensure compliance with regulations and statutory requirements and department policies and procedures.
- Supervises the activities of department personnel engaged in implementing jail programs, supervising and monitoring inmates. Makes recommendations to Sheriff regarding jail policies, procedures, and employee personnel actions. Evaluates employee performance and assists in the recruitment and interviewing of jail personnel. Assigns tasks and responsibilities, schedules staff, approves overtime, leaves and shift adjustments.
- Determines jail equipment, material, supply and staffing needs and makes recommendations to the Sheriff regarding budgetary needs. Monitors the approved budget and obtains the approval of all purchases through the Sheriff.
- Schedules and implements training sessions to meet DOC requirements and department needs. Facilitates staff meetings to communicate and discuss common issues/concerns. Works with trainers, medical providers and schools in providing training for staff.
- Completes per diem bills for other agencies. Reviews, validates and submits jail bills to the County Auditor for payment.
- Reviews and keeps current in regulation changes and rules and assures department procedures and policies are consistent. Maintains and monitors jail records and reports in accordance with rules including incident reports, inspection reports and other recordkeeping requirements.
- Conducts and performs a variety of public relation activities and functions:
  - a) Provides tours of the facility.
  - b) Serves on various Boards or task forces, as requested or assigned.
  - c) Makes presentations to schools, churches or other entities regarding jail functions, programs or activities.
  - d) Serves as a liaison with other outside agencies, medical providers, probationary staff, attorneys, mental health providers or others involved in the safety and well being of staff and inmates.
- Performs other duties of a comparable level or type, as required.

- a) Assumes additional duties and responsibilities, as delegated by the County Sheriff.
- b) As needed, provide accurate and reliable testimony in a court of law.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>					
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>			
	<b>less than high school diploma</b>	<b>Major field of study or degree emphasis:</b>			
x	<b>High school diploma or GED.</b>				
	<b>1 year college</b>				<b>2 years college</b>
	<b>3 years college</b>				<b>4 years college</b>
	<b>1st year graduate level</b>		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
	<b>2nd year graduate level</b>				
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 5 years jail experience that include responsibility for coordinating or leading jail/security operations and personnel. Post Secondary schooling/training can substitute for experience on an equivalent basis.					
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Certified in CPR and training in blood borne pathogens, First Aide, Taser Certification or other training certifications that may be required by the department.				



**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Correctional Officers	5
2	Corrections Sergeant	3
<b>TOTAL</b>		

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b>	<b>Total:</b>
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**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK**

**Skilled in:**

- Using computers and related software applications;
- Supervising, delegating, training, monitoring and evaluating staff performance;
- Assisting in the planning, formulating and implementing jail programs, procedures and services;
- Organizing and prioritizing multiple tasks;
- Identifying jail needs and requirements and working with Sheriff to gain approvals and authorizations.
- Enforcing policies and procedures;
- Use and application of tasers and restraints.
- Maintaining effective public relations and dealing with persons, agencies or providers in situations of conflict;
- Ensuring security of inmates and staff;
- Preparing, monitoring, coordinating and maintaining records and reports pertaining to jail operations;
- Interpreting, applying and implementing jail procedures and operations to address changes in laws, rules, statutes, codes or guidelines/regulations.
- Overseeing the delivery of various services;
- Preparation of various narratives, summary, activity and bookkeeping reports.
- Serves as a liaison to representatives of other agencies (e.g. Department of Corrections, BCA, Court Administration, etc.) in providing services, addressing problems or resolving conflicts, etc.
- Public speaking and presentational skills.



**HAZARDOUS WORKING CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

**Unusual or hazardous working conditions related to performance of duties:**

The duties associated with this position are primarily administrative in nature and the duties and activities are typically performed in a secure office environment and/or jail environment. Incumbents may be subjected to personal injury, physical violence, blood borne pathogens, contagious diseases, and contacts involving conflict and risks where work activities require constant precautions and safety considerations when in jail facilities.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>		X		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		X		
<b>up to 25 pounds</b>	X			
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 8/2011 by BCC; revised by Pennington County 09/2018.



**PREA Question  
Employment Application**

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?

Yes

No

If yes, explain: \_\_\_\_\_

Have you been civilly or administratively adjudicated to have engaged in any of the activities described in the above paragraphs?

Yes

No

If yes, explain: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

115.17

(a.) The Pennington County Sheriff's Department shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

(b) Pennington County Sheriff's Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

(c) Before hiring new employees who may have contact with inmates, Pennington County Sheriff's Department shall:

(1) Perform a criminal background records check; and

(2) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

(d) Pennington County Sheriff's Department shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with inmates.

(e) Pennington County Sheriff's Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.

(f) Pennington County Sheriff's Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Pennington County Sheriff's Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

(g) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

(h) Unless prohibited by law, Pennington County Sheriff's Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.



**PENNINGTON COUNTY  
TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Pennington County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment or after employment is considered private data:

1. Name
2. Home Address
3. Home Phone Number
4. Social Security Number
5. Date of Birth
6. Conviction Record
7. Sex
8. Age Group
9. Disability Type

We ask this information for the following reasons:

To distinguish you from all the other applicants and identify you in our personnel files;  
to enable us to verify that you are the individual who makes the application;  
to enable us to contact you when additional information is required;  
to send you notices and/or schedule you for interviews;  
to determine if you meet the minimum age requirements (if any);  
to conduct proper investigations if you are applying for a position;  
to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;  
to enable us to ensure your rights to equal opportunities;  
to meet federal and state reporting requirements;  
and to make processing more efficient.

The date supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Pennington and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Office who have a bonafide need for the data, Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

**Please acknowledge that you have read and understand the Tennessean Warning.**

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Signature

Date

**EMPLOYMENT APPLICATION**  
**PENNINGTON COUNTY**

COUNTY COURTHOUSE

P.O. Box 616 ♦ Thief River Falls, MN 56701  
(218) 683-7000

**ANSWER ALL QUESTIONS – PLEASE PRINT IN BLACK INK OR TYPE**

AN EQUAL OPPORTUNITY EMPLOYER, it is Pennington County's policy to provide equal opportunity in employment. The County will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual preference, status with regard to public assistance, or any other basis protected by law.

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information, which provides additional detail about your qualifications for employment in the position you seek. Your application will be evaluated in comparison to the requirements for that position. As an applicant for employment, your name is considered private until you become a finalist for employment with the County. You are considered a finalist if and when you are selected and notified for a final interview.

DATE OF APPLICATION: \_\_\_\_\_

POSITIONS APPLIED FOR: \_\_\_\_\_

APPLYING FOR:  Full-Time  Part-Time Permanent  Temporary (Seasonal)

AVAILABLE TO WORK:  Weekdays  Weekends  Days  Nights

REFERRAL SOURCE:  Advertisement  Friend  Relative  Employment Agency

Other \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle All Prior Names

ADDRESS: \_\_\_\_\_  
Street City State Zip

HOME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES  
IN THE POSITION FOR WHICH YOU ARE APPLYING?  YES  NO  
(Proof of citizenship or work eligibility will be required as a condition of employment.)

ARE YOU AT LEAST 16 YEARS OF AGE?  YES  NO

ARE YOU AT LEAST 18 YEARS OF AGE?  YES  NO  
(An applicant must be at least 16 years of age to operate dangerous equipment. An applicant  
must be at least 18 years of age, to sell intoxicating beverages or to be a volunteer or paid firefighter.)

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

IF NO, EXPLAIN: \_\_\_\_\_

HAVE YOU PREVIOUSLY WORKED FOR THE COUNTY?  YES  NO

IF YES, POSITION HELD/DEPARTMENT: \_\_\_\_\_

IF YES, UNDER WHAT NAME MAY YOUR PREVIOUS EMPLOYMENT RECORDS  
BE FOUND? \_\_\_\_\_

ARE YOU ON LAY-OFF AND SUBJECT TO RECALL?  YES  NO

CAN YOU TRAVEL IF A JOB REQUIRES IT?  YES  NO

DID YOU SERVE IN THE U.S. ARMED FORCES?  YES  NO

DESCRIBE YOUR DUTIES: \_\_\_\_\_

DO YOU HAVE ANY SPECIAL NEEDS WHICH MAY NECESSITATE  
ACCOMMODATIONS IN THE APPLICATION/INTERVIEW PROCESS?  
 YES  NO

IF YES, PLEASE DESCRIBE THE TYPE OF ACCOMMODATION REQUESTED:

LIST ALL OTHER NAMES WHICH YOU HAVE BEEN EMPLOYED OR UNDER  
WHICH YOUR EMPLOYMENT OR EDUCATION RECORDS MAY BE FOUND.

**TO BE COMPLETED BY CLERICAL, ADMINISTRATIVE, AND FISCAL POSITION APPLICANTS:**

Typing Ability             YES         NO        \_\_\_\_\_ W.P.M.

Shorthand Ability             YES         NO        \_\_\_\_\_ W.P.M.

Business Machine Experience: \_\_\_\_\_  
\_\_\_\_\_

Bookkeeping Experience: \_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY LABOR AND SKILLES TRADE POSITION APPLICANTS:**

Apprenticeship(s) served or trades and skills learned: \_\_\_\_\_  
\_\_\_\_\_

Capable of operating the following equipment: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT/VOLUNTEER EXPERIENCE**

List ***all*** work and volunteer experience, most recent to be listed first. Include military service assignments and volunteer activities.

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

***If you need additional space, please continue on a separate sheet of paper. Although you must fully complete this application, you may also include a job resume or other description of your work, volunteer and personal experiences which are relevant to this position.***

**LICENSURE**

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expirations</u>
_____	_____	_____	_____
_____	_____	_____	_____

All applicable licenses or certifications must be received in the Personnel Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

**EDUCATION**

Include high school and/or institution GED and any additional education/courses taken. Do not list dates attendance for high school. List most recent first.

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

List/describe any other training and/or experience relevant to the position for which You are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **REFERENCES**

Theses should be people 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. Indicate any who are related to you. The County reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

### **CRIMINAL BACKGROUND INFORMATION**

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 from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

### **VETERAN STATUS**

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 disable veteran and wish to claim additional points, please check here. \_\_\_\_

**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 (5) business days.**

**PRIOR EMPLOYMENT**

Have you ever been discharged or forced to resign from prior employment? \_\_\_\_\_  
If so, identify the employer and described the circumstances:

\_\_\_\_\_

**PERSONAL STATEMENT**

Please indicate why you are interested in the position and what you hope to accomplish if selected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UNEXCUSED ABSENCES FROM WORK**

How many days were you inexcusably absent from work during the preceding three (3) Years other than absences due to illness or injury of you or your immediate family? \_\_\_\_\_

**CERTIFICATION, ACKNOWLEDGEMENT 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 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 current or former employer or regarding 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 current and 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 \_\_\_\_\_

(Do not Print)

**\* Notice to Applicant:** If you do not agree with any portion of the acknowledgement, certification, authorization and release, cross out that section and initial it.