



THIEF RIVER FALLS, MINNESOTA 56701

Assistant Jail Administrator

Pennington County is accepting applications for an Assistant Jail Administrator. Responsibilities of this position include but are not limited to supervising and monitoring the daily operations of the jail, staff, and assuring compliance with County, State and Federal standards, regulations, and statutes pertaining to the safety and security of inmates, staff, and the public. This position also oversees the implementation of jail programs, assists in the planning, development, and implementation of jail services, policies, and procedures.

This position features a pay range of \$23.12 to \$29.80 per hour and offers an excellent benefit package, including health and life insurance and a pension retirement plan.

Applications and a complete job description are available at the Pennington County Sheriff's Office, 102 1st Street W., Thief River Falls, MN 56701 or online at:

<http://co.pennington.mn.us>, click on 'Employment'.

Application deadline: April 9th, 2021, 4:00 p.m.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

"Equal Opportunity Employer"



POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Assistant Jail Administrator	Department: Sheriff's Office
Immediate Supervisor's Position Title: Jail Administrator and County Sheriff	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Jail Administrator and/or County Sheriff, the Assistant Jail Administrator is responsible for assisting the Jail Administrator with overseeing jail operations. Responsibilities may include 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. This position assists with 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

- Assists in the recruitment and interviewing of jail personnel. Assists with assignment of daily tasks and responsibilities, schedules staff, approves overtime, leaves and shift adjustments.
- Aids in determining equipment, material, supply, and staffing needs and makes recommendations to the Jail Administrator and 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. Assists with or facilitates staff meetings to communicate and discuss common issues/concerns. Works with trainers, medical providers, and schools in providing training for staff.
- 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) Makes presentations to schools, churches or other entities regarding jail functions, programs, or activities.
 - c) 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.
- Conducts frequent inspections of the Pennington County Jail to ensure cleanliness and conformance with the rules of the facility.
- Participates in the development and updating of departmental policies and procedures to ensure operational effectiveness and regulatory compliance.
- Participates and has genuine input into the job status of other employees, to include active participation in the selection, hiring, performance review, promotions, assignments, discipline, and termination of employees.
- Oversight of Corrections staff scheduling to include approval of vacations and monitoring sick leave usage.
- Review completed inspections submitted by Corrections staff.
- Performs other duties of a comparable level or type, as required.



a) Assumes additional duties and responsibilities, as delegated by the Jail Administrator/County Sheriff.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
X	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • State Jail Standards, State Board of Health Standards, Civil Rights, and Constitutional Bill of Rights as it pertains to jail operations, inmate supervision and security. • Current principles, concepts, and practices in the field of jail management. • Methods and techniques applied in jail institutions relating to security, safety of staff and inmates, group management and control, and inmate development programs. • Principles, concepts, and current practices of management, including budget control, personnel management, and scheduling methods. • Pennington County Jail policies and procedures. • Process of policies and procedures established for the Corrections System as suggested through the State of Minnesota's Department of Corrections. • Federal, State, and local laws and regulations • MN Data Practices Act
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: 5+ years' experience working in a correctional facility, including 1-year supervisory experience, or an equivalent combination of education and experience to successfully perform the duties of the position.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Certified in CPR and training in blood borne pathogens, First Aid, or other training certifications that may be required by the department.	



RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Correctional Officer	
2	Corrections Sergeant	
3	Programmer	
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Total: 20

**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.



<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>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.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	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 50 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 03/2021



**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.