PENNINGTON COUNTY
LAW ENFORCEMENT CENTER
THIEF RIVER FALLS, MINNESOTA 56701
SETH VETTLESON, SHERIFF
P.O. BOX 484; PHONE (218) 681-6161

CORRECTIONAL OFFICER

$26.82- $33.82

Paid on-site training

Pennington County is looking for motivated individuals with excellent communication skills to serve as Corrections Officers. Candidates must be committed to our mission, energetic, observant, and have good decision-making skills. In addition, they must have a positive attitude and be a role model to others. Good computer skills and the ability to multi-task are essential.

Pennington County offers excellent health and life insurance benefits along with paid vacation and sick leave, and early retirement! This position is based on 12-hour rotational shifts and features $2.00 per hour night differential pay.

Applications and a complete job description are available at the Pennington County Sheriff's Office, 102 1st St. W., Thief River Falls, MN or on our website at: http://co.pennington.mn.us, click on 'Employment'.

Application deadline: September 1, 2026, 4:00 p.m.

Pennington County is an Equal Opportunity Employer

PENNINGTON County

POSITION DESCRIPTION
PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Correctional Officer	**Department:** Sheriff's Office
Immediate Supervisor's Position Title: Jail Administrator; Assistant Jail Administrator	**FLSA Status:** Non-Exempt

Job Summary:

Under the direction of the Jail Administrator and Assistant Jail Administrator, the Correctional Officer is responsible for supervising inmates in the jail and ensuring the safety and well-being of the inmate population and other jail staff. Duties include conducting the booking in and release of inmates into and out of the jail, ensuring the well being of inmates, maintaining order and safety in the jail, and assisting in the feeding and clothing of inmates, and the dispensing of medications.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises, monitors and controls the activities and movement of inmates within the jail.
  a) Enforce jail rules and carry out procedures as defined by departmental policies which includes, supervise inmates in their daily routines; maintain order; monitor behavior; respond to and attempt to resolve inmate concerns/conflicts; monitor inmate mail, visits and phone calls; perform audio and video surveillance.
  b) Monitor inmate activities during daily interactions, recreational or leisure time activities.
  c) Follow safety and security procedures when transporting or escorting inmates.
  d) Assist in the feeding and clothing of inmates.

- Investigates suspicious activities, incidents, or responds to and handles emergency situations within the jail. Identifies illegal activities or potentially dangerous conditions and takes appropriate corrective actions (i.e. inmate health problems, suicide risks, assaults) to protect the safety and well-being of all inmates and staff.

- Performs booking functions of new inmates which includes creating inmate files; fingerprinting; photographing; arrange for interpreter as needed; recording of personal belongings; conduct inmate orientation, provide information, classify inmates, and gather necessary documents as needed at release.

- Conducts and maintains jail security:
  a) Conduct cell searches and inspections.
  b) Initiate special searches, secure evidence, and make security checks.
  c) Follow up on all searches/inspections/counts and take appropriate actions necessary.

- Maintains and prepares various jail records, incident reports, jail logs or other records required of the jail.
  a) Write up incident reports. Disciplinary reports, health and other reports.
- Maintains jail logs, inventories or other records used in accurately booking in, receiving, releasing inmates, and the general operation of the facility.

- Interacts daily with inmates explaining rules, policies, expectations, and consequences; responds to inmate questions, concerns and/or complaints; assists inmates with problems, as appropriate; respects inmate rights, privileges and feelings.

- Dispenses prescription and non-prescription medication to inmates; records the administration of all medications to inmates.

- Performs other duties of a comparable level or type, as required:
  a) In the absence of a Sergeant or facility administration, the senior Corrections Officer on duty shall be designated as the 'Lead' person.
  b) Assumes additional duties and responsibilities, as delegated by the Jail Administrator or Asst. Jail Admin.
  c) Attends training sessions and keeps abreast of changing jail rules, procedures, and guidelines impacting jail operations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<table>
<tr><td colspan="5">EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</td></tr>
<tr><td colspan="4">REQUIRED EDUCATION/TRAINING
(choose one)</td><td>DEGREE INFORMATION:
Type of degree: (B.S., M.A., etc.)</td></tr>
<tr><td></td><td colspan="3">less than high school diploma</td><td rowspan="3"></td></tr>
<tr><td>x</td><td colspan="3">High school diploma or GED.</td></tr>
<tr><td></td><td>1 year college</td><td></td><td>2 years college</td></tr>
<tr><td></td><td>3 years college</td><td></td><td>4 years college</td><td rowspan="4">Major field of study or degree emphasis:</td></tr>
<tr><td></td><td colspan="3">1st year graduate level</td></tr>
<tr><td></td><td colspan="3">2nd year graduate level</td></tr>
<tr><td></td><td colspan="3"></td><td rowspan="2">Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
• Jail policies and procedures of the department.
• Basic understanding of the criminal justice system, probation and law enforcement
• Knowledge of fundamentals and operation of recordkeeping procedures, basic computer operation and equipment.
• Applicable federal, state and local laws relevant to job functions and duties.
• Basic first aid and CPR training
• Self defense and conflict management techniques.</td></tr>
<tr><td colspan="4">Required Work Experience in Addition to Formal Education/Training:
No previous experience required. Significant on-the-job training provided after hire.</td></tr>
<tr><td>LICENSE/
CERTIFICATION</td><td colspan="4">Identify licenses/certification required:
Taser certification; Blood-borne pathogens; First Aid and CPR certification.</td></tr>
</table>

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	**# of Employees**
	TOTAL	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Applying, interpreting, and handling jail principles, practices, and procedures to the solution of problems in the workplace. • Communication, customer/client relations, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and control actions of inmates. • Controlling, monitoring, and supervising the movements and activities of inmates. • Ability to make appropriate decisions under stressful situations in accordance with established departmental procedures, routines, and processes. • Preparing and presenting numerical and narrative reports. • Interpreting and applying jail procedures, rules, and guidelines. • Recording and maintaining jail records accurately. • Apply and carry out booking in procedures, release, and security procedures and policies accurately. • Using basic first aid and CPR. • Conflict resolution and use of de-escalating procedures. • Applying self defensive procedures appropriately. • Skilled in prioritizing work activities appropriate to the situation. • Oral and written communications. • Maintaining, monitoring and assuring a safe working environment.

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:** Incumbents may be exposed to personal injury, physical violence, verbal abuse, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, workspace restrictions, intense noise, and contagious diseases. The nature of work requirements, volume and environment can cause stress and pressures on individuals in this job. May be required to work irregular hours, and unexpected overtime that makes the work less than desirable.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	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:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds 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 05/2018; 05/2021 by Pennington County