VACANCY ANNOUNCEMENT

CONTROL OFFICER
RED LAKE REGIONAL CRIMINAL JUSTICE COMPLEX

Open: Until Filled!

PRIMARY FUNCTION
Responsible for the overall maintenance of surveillance and security for the Red Lake Detention Facility, staff and inmates, as well as, exercising independent and sound judgment in ensuring a secure and orderly Detention Facility. Full-time position with benefits, reports to Detention Administrator. Salary; DOQ.

ESSENTIAL RESPONSIBILITIES AND DUTIES:
• Monitors overall Security System operation to ensure safety and security of personnel, inmates and property.
• Exercise independent and sound judgment in crisis situations.
• Provides and summons assistance and/or aid for inmates and personnel when situations arise.
• Performs work assignments on a rotating shift schedule.
• Maintains daily documentation of activities of the facility.
• Ability to operate a computer terminal and perform data entry.
• Performs assignments of inmate admission, classification and release processes.
• Performs escorts and/or transports of inmates to and from various activities within and outside the jail when needed.
• Must also participate and complete all in-service training provided.
• Must complete the Correctional Officer’s Training Program in Artesia, New Mexico.
• Ability to multi-task instantaneously.
• Performs other duties as assigned.

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:
• High School Diploma or GED, or equivalent combination of education, experience and training.
• Familiarity with the Data Privacy Act and be of high stable character with proven ability to maintain strict standards of behavior and confidentiality.
• Establishes and maintains an effective working relationship with people of varied economic, educational, and cultural backgrounds.
• Possess excellent written and verbal communication skills.
• Must pass a criminal background records check without any felony convictions and must never have been convicted of Domestic Violence.
• Possess a valid Minnesota driver’s license and provide proof of a clean driving record.
• Agree to maintain a drug-free workplace and submit to employee drug testing.
• Physically capable of handling job requirements and working long hours when needed.
• Must be able to attend and complete the Basic Correctional Officer’s Training Program in Artesia, New Mexico.

TO APPLY: Applications and copies of certificates/diplomas are being accepted at the Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847.