



# Valley County Sheriff's Office



## Job Opening Announcement

<b>Job Description:</b> Corrections Officer	<b>Department:</b> Detention Center
<b>Application Deadline:</b> Open Until Filled	<b>Reports to:</b> Detention Supervisor and Sheriff
<b>Application Process:</b> To apply; provide a resume and letter of interest Detention Supervisor Kim Martens. Job descriptions will be provided, arrangements will be made for an interview. Testing will be conducted at time of interview.	INTERNAL Posting
	EXTERNAL Posting <b>X</b>
	<b>Duration:</b> Three Full-time Position with Benefits, starting wage without experience \$18.25
	<i>Date of Posting: 8.23.23</i>

### Job Summary:

Valley County Sheriff's Office is seeking a responsible individual capable of supervising and maintaining the security of the inmates and the detention facility. Correction Officers are responsible for supervising, observing, transporting, booking, and processing inmates as well as maintain the security of the inmate and the facility. Requirements include having a high school diploma or a GED certificate, ability to learn and understand varying computer programs, able to meet the physical demands of the position including sitting, standing, stooping, walking ect. and able to work varying shifts to include nights, weekends and holidays.

This is a full-time position, with benefits. This position will also include paid time off, sick time, and an opportunity for retirement

Duties include on-site training to be a Corrections Officer. You will be required to attend the Montana Law Enforcement Academy (MLEA) in Helena within one year of employment. This academy training is provided for you and consists of four weeks of online training and three weeks of in class training at the MLEA.

If you are interested in learning more about this opportunity, please contact Detention Supervisor Kim Martens of the Valley County Sheriff's Office at 406-228-4333 option #2 or stop by in person to pick up an application and job description.

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*