

## Dawes County Jail Correctional Officer

**Position Open:** Female applicants for specialized female correctional officer / jailer at the Dawes County Jail. Reports to the Dawes County Sheriff (or designee).

**Purpose of Position:** To oversee the day-to-day functions of the jail in respect to the inmate population.

**Essential Functions:**

- Booking and releasing prisoners.
- Preparing meals.
- General health and care of inmates.
- Maintain records and logs.
- General maintenance of jail area.
- All other duties required by policy, state law, and the rules and regulations of the Dawes County Jail.
- Any function deemed necessary by the Sheriff.

The time required to complete these tasks is based on need and reasonableness. The Dawes County Jail is staffed 24 hours a day, 7 days a week. This is done by staffing four 8-hour shifts.

**Education / Training Requirements:** The employee must have at least a high school / GED education and be at least 19 years old. Some college or a degree is encouraged. Former experience and / or Nebraska certification is an advantage, but the Dawes County Jail will train a new employee to be Nebraska Jail certified as soon as possible. Inability or failure to become certified shall be grounds for dismissal (interns and special contract staff are exempt). Yearly required training shall be done by the Dawes County Jail. Some computer and typing skills are essential. All bookings / releases and most logs and reports are done on a computer.

**Starting Wage:** \$14 an hour, and after a satisfactory term of probation, the wage may increase.

Please fax resumes to the Dawes County Jail at 308-432-0115.