



The Three Affiliated Tribes Job Description

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: Juvenile Correctional Officer(s) DEPARTMENT: GTFJC SALARY: \$GTFJC Scale CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: 09-25-20 CLOSING DATE: OPEN CONTINUOUS
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POSITION SUMMARY: Position includes but is not limited to the following.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enforces standards, rules and regulations provided in the Title 25 of the Code Of Federal Regulations, 69 Bureau of Indian Affairs Manual, and Department of the Interior. Departmental Manual 448 governing the operations of the detention/Correctional facilities and programs, and the confinement, safety, health and protection of criminal offender.
2. Provides for facility safety and security by providing defined inmate Supervision, searches, transportation, classification, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules.
3. Provides for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and stoning personal belongings.
4. Provides preliminary interviews for physical/mental health and classification Assessments.
5. Upon admission provides criminal offenders with an orientation into the Facility's philosophy and rules.
6. Coordinates and supervises inmate's services, activities and programs. (I.e., access to medical care, courts, mail, recreation, library, work programs, religious, food, laundry, and counseling services).
7. Supervises inmate movement, maintains discipline and prevents the introductions of contraband into the facility. Instruct inmates in housekeeping, sanitation and in the proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
8. Ensures that inmates are released from the facility according to established regulations and operational descriptions.
9. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of and extensive body of rules, procedures, regulations and operations of the detention/correctional treatment or rehabilitation facilities to perform the duties at the full performance level.
- General knowledge of basic correctional theory and techniques.



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- Knowledge of commonly used federal and tribal laws, codes, and orders governing the incarceration of criminal offenders.
- Basic knowledge of security and control procedures and techniques.

Abilities

- Ability to interpret and apply regulatory and procedural requirements to process unusually difficult and complicated transactions.
- Ability to exercise judgment and retain poise in pressure or crisis situations.
- Ability to communicate effectively with inmates, wins their respects and confidence, and establishes and maintains continuing constructive relationship with them.
- Ability to understand and flow oral and written instructions, i.e., directives, orders, policies and operational descriptions.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Education, Associates Degree in Criminal Justice.
- Experience, two (2) year working in a detention/correctional facilities.
- Incumbent is required to submit to drug testing and background investigation.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - Drivers License & Social Security Card
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Job Services of North Dakota
P.O. Box 477
New Town, ND 58763
Ph# 701-627-4390