

## Position Announcement

<b>Department:</b>	<b>Sheriff's Department – Detention Center</b>
<b>Position:</b>	<b>Detention Officer</b>
<b>Location:</b>	Must be available to work at the Detention Center in Rock Springs
<b>Classification:</b>	Full-time
<b>FLSA Status:</b>	Non-exempt
<b>Grade:</b>	<b>15 - 18</b>
<b>Salary:</b>	\$22.5920 /hour to 26.1531 /hour depending on certification/experience;
<b>Hours:</b>	Standard work week is 40 hours per week, hours and days will vary
<b>Benefits:</b>	Health, Dental, Vision, Life, Retirement, Vacation, Sick Leave, Holidays

(Note: Sweetwater County has a Lateral Entry Policy- for additional information please contact the SWC HR Office at 307-872-3910)

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### Education/Training Requirements:

- Must be a U.S. Citizen
- Minimum age of 21 years
- Applicants are subject to and must pass a full background check to include criminal history, psychological testing and medical exam
- High school diploma/GED
- Ability to pass a rigorous fitness test
- Ability to complete/attend the Wyoming Law Enforcement Academy's 8-week long Detention Officer Basic Training in Douglas, WY
- Ability to pass an oral interview examination
- Candidates will be subject to and must pass a polygraph test
- Wyoming Driver's License & acceptable MVR

**NOTE:** Written testing will be administered by Western Wyoming Community College. Oral interviews, psychological testing, and medical examination will be coordinated through the Sweetwater County Human Resources Office.

### Position Summary:

#### Primary Objective of Position:

Under general supervision, performs duties related to maintenance of a secure jail and safe custody of inmates; responsible for inmate booking, movements, care and orientation; maintain order and discipline among inmates; safely operate department equipment and vehicles, file reports testify in court; carry and qualify with a firearm.

#### Essential Functions of the Job

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| - Ensures the security of the facility, prisoners and vendors.                           | - Records and files records              |
| - Transports inmates to court, medical and other facilities.                             | - Answers telephone                      |
| - Performs cell checks.  | - Dispenses prisoner medication.         |
| - Dispenses cleaning supplies  | - Prepares meals.                        |
| - Fingerprints citizens for variety of applications.                                     | - Supervises jail visitors               |
| - Responsible for inmate mail system.  | - Washes laundry                         |
| - Responsible for cleaning facility.   | - Prepares incident and activity reports |
| - Provides VIN inspections   |  |
| - Books, processes, fingerprints, photographs, classifies searches and releases inmates. |  |

**To Apply:** Submit a completed Sweetwater County employment application form to the Sweetwater County Human Resources Department, 80 W. Flaming Gorge Way, Suite 17, Green River, WY 82935.

For additional information, please contact **Sweetwater County HR Department at 307-872-3910 (GR) 307-922-5429 (RS)** or via e-mail at [swchr@sweet.wy.us](mailto:swchr@sweet.wy.us).