



## Burleigh County—Vacancy Announcement

**Job title:** Detention Officer  
**Location:** Bismarck, ND  
**Terms:** Full time / Non-Exempt  
**Salary:** \$20.94 —\$23.34 per hour  
**Application Deadline:** April 12, 2021, by 5:00 PM CST

**About Burleigh County:** Burleigh County is a county in the U.S. state of North Dakota. As of the 2010 United States Census, the population was 81,308, making it the second-most populous county in North Dakota. Its county seat is Bismarck, the state capital. .

**About the role:** Under supervision of the Burleigh County Sheriff, is responsible for inmates within the Detention Center, the protection of life and property, and to perform routine tasks in accordance with North Dakota law, rules and regulations established by the Attorney General of North Dakota and Burleigh Morton County Detention Center policies.

**Candidate Requirements:**

- Requires a high school diploma or General Equivalency Diploma (GED).
- Requires applicant to have a valid driver's license.
- Must be willing to work shift work consisting of days, nights, holidays, and weekends.
- Must successfully complete standard background and a criminal record check along with physical and psychological exams. Costs associated with these exams will be paid for by the county.
- Applicant must have the abilities to perform the essential functions, with or without accommodation which may include but not limited to: lifting, extended walking, carrying and dragging objects, climbing up to and down from elevated surfaces, climbing through openings, jumping over obstacles and using body force to gain entry.
- Skills to communicate, verbally and written, with some knowledge of appropriate legal terminology for the purpose of legal and non-legal documents.

**Responsibilities:**

- Responsible for the protection, life and property of inmates within the Detention Center.
- Process and release inmates, determine the appropriate classification of inmates; assess and respond to the needs of special populations. Conduct visual and audio surveillance of Detention Center.
- Gather information in criminal and administrative investigations by interviewing and obtaining statements of victims, witnesses and/or suspects. Prepare investigative reports and determine probable cause to recommend disciplinary action.
- Perform searches of people; this may include inspecting unclothed inmates, which may include exposure to bodily fluids and wastes. Perform searches of inmate correspondence items, and objects capable of concealment. Detect and collect evidence.
- Pursue fleeing inmates, perform rescue operations, and effectively restrain an inmate with restraints, forcibly if necessary.
- Transport and escort prisoners, detainees and committed mental patients, using appropriate restraints.
- Perform other duties as assigned which may include but not limited to, preparing and serving food, inspection of doors and windows to ensure security, and working rotating shifts.

**How to Apply:**

- Applicants must apply and register at the following website: <http://www.burleighco.com/jobs/>
- Applicants must also provide:
  1. Cover letter
  2. Resume
  3. Three (3) professional references
  4. Unofficial Transcripts (if any)
  
- Applications and all supporting material must be received in the Burleigh County Human Resources office by the deadline listed.
- Supporting documents may be emailed to: [drhilborn@nd.gov](mailto:drhilborn@nd.gov)  
Or mailed to: Burleigh County Human Resources  
316 N. 5th St Suite 106  
PO Box 5518  
Bismarck, ND 58506
  
- We only accept applications online for vacant positions that are listed on our website.

**Veteran's preference:** Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.

People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

**A complete job description is available from the Burleigh County Human Resources Office.**

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.