



**NORTH DAKOTA**  
Department of Corrections  
& Rehabilitation

JRCC Administrative Office

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Doug Burgum, Governor  
Leann K. Bertsch, Director

## **James River Correctional Center Correctional Officer Hiring Event** **Wednesday, October 3, 2018 from 10:00 am – 2:00 pm** **2521 Circle Drive, Jamestown, ND.**

**Professionalism**  
**Transparency**  
**Integrity**  
**Teamwork**  
**Innovation**  
**Respect**

Are you ready for a new, challenging and rewarding career?

Join our team of corrections professionals with the North Dakota Department of Corrections and Rehabilitation. Please complete an online application prior to visiting us on October 3, 2018, from 10:00 am to 2:00 pm. We are hiring for multiple positions! Pay starts at \$17.88 to \$19.26/hr., plus fully paid single or family health insurance, with ability to opt into the States retirement plan!

The James River Correctional Center (JRCC) is a medium custody facility that houses male inmates and is part of the North Dakota Department of Corrections and Rehabilitation. The JRCC mission is to provide a safe environment for those in the custody of the DOCR to learn and practice skills necessary to be successful in the community. Our vision is to help people change for a better community.

### **Summary of Work**

Duties include, but are not limited to:

Setting an example through role modeling and utilizing dynamic security elements by building a rapport with inmates; observing, supervising, and accounting for assigned inmates; maintaining logs, preparing reports, and making written records of incidents and rule infractions; escorting and transporting inmates; inspecting and searching cells, inmates, and visitors; and responding to crisis situations which may require running and climbing stairs. Officers operate specialized equipment such as two-way radios and firearms.

### **Minimum Qualifications**

The JRCC is looking for individuals who are confident, assertive, independent, and act with integrity. Officers must use good judgment, utilize and rely on training to maintain composure in emergency situations, maintain constant awareness of their surroundings, work cooperatively with others as part of a team, be motivated and follow-through with work assignments, and communicate effectively.

Requires a high school diploma or GED and two years of work experience in corrections, security, law enforcement, or military police. College level coursework may substitute for the work experience requirement on a year for year basis.

To be considered for a position, applicants must possess certain basic skills, including the ability to:

- Accurately observe and recall surroundings and events;
- Communicate information clearly, concisely, and accurately, even in a crisis situation;
- Read, write, understand, and apply written instructions in English;
- Complete inmate counts accurately and transcribe count data on paper;
- complete basic computer related tasks;
- Maintain focus and remain positive and composed during a crisis; and
- Make ethical and professional decisions.

If unable to find qualified applicants, we will consider under filling as a Correctional Officer I with a salary of \$17.88 per hour. Requires a high school diploma or GED.

## **Application Procedures**

Applicants may attach the following documents to the electronic application or bring the following documents to the interview:

- Cover Letter
- Resume
- Transcripts

Application materials must clearly explain how experience and education are related to the minimum qualifications and job duties.

Applicants who are residents of ND and eligible to claim veteran's preference must upload a Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

Contact Cheryl Dewald at 701-253-3928 or [cadewald@nd.gov](mailto:cadewald@nd.gov) or TTY 800-366-6888 for more information or assistance in the application or interview process.

## **Equal Employment Opportunity**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.