



The Three Affiliated Tribes Job Description

Corrections Officer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Sergeant of Corrections	FLSA STATUS: FT-Regular
DEPARTMENT: GTFJC Adult Correction	LOCATION: 404 Frontage Road
SALARY: DOQ	OPENING DATE:
CLASSIFICATION: Non-Exempt	CLOSING DATE:

POSITION SUMMARY: An Adult Corrections Officer is responsible for maintaining safety, security, and order within a correctional facility housing adult inmates. This position ensures the enforcement of facility rules, monitors inmate activities, and supports rehabilitation efforts while upholding legal and ethical standards. Officers perform routine security checks, supervise inmate movement, respond to emergencies, and complete detailed reports. The role requires sound judgment, strong communication skills, and the ability to remain calm and professional in high-stress or unpredictable situations. Adult Corrections Officers play a key part in promoting a secure environment for staff, inmates, and visitors and contribute to the overall operation and integrity of the correctional system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enforce standards, rules and regulations provided in the MHA Nation rules and regulations, Title 25 of the Code of Federal Regulation. Gerald Tex Fox Justice Center policy and procedures manual governing the operations of the detention/correctional facilities and programs, and the confinement, safety, health, and protection of criminal offender(s)
3. Provides 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
4. Provides for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and storing personal belongings
5. Incumbent will be in charge of inmate transports for the facility Monday through Fridays with some weekend transports. Will make sure inmates are safe and secure while being transported and maintenance of transport vehicles.
6. Upon admission provides criminal offenders with an orientation into the facilities philosophy and rules
7. 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.)
8. Employee oversees and participates in the custody and security of offenders while transporting them to various locations. The employee works independently and must



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9. exercise discretion and use independent judgement, often facing critical, potentially violent, and complex situations.
10. Supervises inmate movement, maintains discipline and prevents the introduction of contraband into the facility. Instruct inmates in housekeeping, sanitation and in the proper
 - a. use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside the facility
11. Ensures that inmates are released from the facility according to established regulations and operational descriptions
12. Transport offenders to various destinations such as courts, jails, prisons, medical centers, and other specific locations
13. Plans and executes all aspects of trips/runs including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of offenders, possession of all clearances and necessary travel documents, inspection and storage of offender's personal property, and the assurance of a safe and controlled environment.
14. Maintains proper court security coverage and prevents escapes
15. Shakes down courtroom, vehicles, visitation, and lock up areas
16. Prepares all logs and documents of transports
17. Supervises inmate's visitation by overseeing contact visitations between inmates and general public in secure setting. Incumbent will monitor visitation and make sure facility is free of contraband and that visitors do not introduce contraband into the facility
18. Must exercise sound judgement in making instantaneous decisions affecting life, wellbeing, civil liberties, and property which cannot be reviewed prior to implementation, and which may subject the decision-maker to legal liabilities, including personal sanctions
19. Preparing written reports such as incident reports and work orders of involvement in specific incidents, and accident or injury reports that clear accurate and conscience.
20. Responsible for receiving newly committed offenders to include proper disposition of their personal property and funds



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21. The incumbent are able to be on their feet for long periods of time
22. The Correctional officer will also do cell checks up to 15 to 20 min on inmate population
23. The Correctional officer position does not automatically constitute a driving assignment.
24. Transportation duties may be assigned based on operational needs and staffing requirements. While transport duties may be required, this position is not classified as a designated driving assignment and will not always involve inmate transport.
- 25. And other duties as assigned.**

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

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- Problem solving-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Verbal/written communication-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Delegation-the individual delegates/receives work assignments, gives/receives authority to work independently, sets expectations and monitors delegation/received activities.
- Leadership-the individual inspires and motivates others to perform well, accepts feedback from others.
- Judgment-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Quality management-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- Planning/Organizing-the individual prioritizes and plans/receives work activities, uses time efficiently and develops realistic action plans.
- Safety and Security-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.



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KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge of sound techniques in all aspects of personnel management
- Knowledge of the organizations and operations of administrative programs.

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 respect and confidence, and establishes and maintains continuing constructive relationships with them
- Ability to understand and flow oral and written instructions (i.e. directives, orders, policies and operational descriptions)

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Education, Associated Degree in Criminal Justice is recommended however not required. **PREFERRED.**
- Experience, two (2) years working in a detention/correctional facility is recommended however not required. **PREFERRED.**
- Incumbent is required to submit to drug testing and background investigation **REQUIRED.**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License **REQUIRED.**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 8:00p.m, and from 8:00 p.m. to 8:00 a.m. Deviation from the normal schedule may be required for certain programs and staffing needs.



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- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

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 WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____



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