



The Three Affiliated Tribes **Job Description**

CORRECTIONAL OFFICER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Sergeant DEPARTMENT: GTFJC Juvenile Corrections SALARY: \$26.00/hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 603 1st St South New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Correctional Officers play a vital role in maintaining safety, security, and order within a correctional facility. Correctional Officers will ensure the well-being of staff, inmates, and visitors by enforcing rules, monitoring activities, and responding swiftly to incidents. Beyond security, correctional officers will also contribute to rehabilitation efforts by fostering a respectful, structured environment that supports positive change. This position requires sound judgment, strong communication skills, and the ability to remain calm and decisive under pressure.

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 to any individual employee are at the discretion of the appointing authority.



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SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **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.
- **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.
- **Planning/Organizing**-the individual prioritizes and plans 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.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- 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.
- 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 apply and adapt practices and techniques to the special requirements of upper management.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.
- 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:

- High school diploma/or GED **REQUIRED**



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- Associates degree in Criminal Justice; or two (2) years working in a correctional facility or general experience in the related field **PREFERRED**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License **REQUIRED**.
- Required to possess/obtain Correctional Officer Training from Indian Police Academy.

WORKING CONDITIONS:

- 12-hour shifts, deviation from the normal schedule may be required for certain situations.
- The work environment and working conditions require the ability to be seated for periods of time, as well as physical mobility, including climbing stairs
- Situations requiring more strenuous physical activity can occur.
- Necessary transporting of inmates, sometimes several hours in a vehicle.
- Usually in the correctional facility setting other than transporting of inmates.
- Ability to lift up to 25lbs.
- Ability to travel as deemed necessary by upper management.

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: _____