

## **Hughes County Adult/Juvenile Corrections Position**

Hughes County Jail

Hours, Wages and Benefits

All Corrections Officers work rotating shifts, working 2080 hours per year as scheduled by the Juvenile/Jail Supervisor. The position of Adult/Juvenile Corrections Officer requires that the majority of the time the Correction Officer will be working day, night and midnight shifts and weekends.

The regular shifts are: 7:00 am-7pm and 7pm -7am. Other shifts as assigned according to available staff and requirements of the Hughes County Jail.

Hughes County has nine authorized holidays.

Annual Leave: is earned at the rate of 7 hours per month and can be accrued to 168hrs.

Sick Leave is earned at the rate of 8.25 hours per month and can be accrued amount unlimited

### **WAGES and BENEFITS:**

The starting wage for full time Adult/Juvenile Correction Officer is \$22.17 per hr.

There is a 1 year probationary period. Overtime (time and one half) is paid for all Holidays and all authorized overtime hours worked. The county uses a salary schedule, which is based on pay grades. Yearly raises are given at the discretion of the Hughes County Commission.

Workmen's Compensation covers all employees.

Health insurance is paid in full for the employee; a family plan is available to be paid by the employee for family coverage. Health Insurance coverage includes Medical, Dental and Chiropractic Care. There is a separate dental policy paid for employee only. Dental care for family coverage may be purchased for the family.

A \$10,000 Life Insurance policy is paid by Hughes County on all employees.

South Dakota Class B retirement is paid by both County and employee.

January 1<sup>st</sup>, 2020

## Hughes County Jail Adult/Juvenile Corrections Position

Minimum Requirements and Personal Characteristics for Hughes County Corrections Officer

### Minimum Requirements

1. Must be a U.S. Citizen and South Dakota resident at time of employment
2. Must be 18 years of age at time of employment.
3. Must be a High School Graduate or have GED Certificate
4. Must not have been convicted of any felony crimes.
5. Must not have been convicted of any "Domestic Crimes".
6. Must not have been convicted of a 2<sup>nd</sup> DUI.
7. Must have no pending traffic, criminal or civil litigation.
8. Must not have ever been detained for Mental Committal, voluntary or Involuntary.
9. Must be able to pass a physical examination and drug testing

### Personal Characteristics

Since Corrections Officer's are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, Interpersonal skill, and integrity.

Additionally, Corrections Officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying an application, or these factors, might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers and the public are at a substantial disadvantage in the hiring process.

The Hughes County Sheriff does an extensive background investigation of each applicant and expects the applicant to truthfully complete the application in full. Any omission of information is cause for elimination from the hiring process or rejection of the application.

Every Employee of the Hughes County Sheriff is required to sign a "Code of Ethics" form. This form outlines the basic requirements of the Sheriff for the employee to maintain employment with the Hughes County Sheriff's Office.

I UNDERSTAND THE MINIMUM JOB AND BACKGROUND REQUIREMENTS, AND SUBMIT THIS APPLICATION FOR THE LISTED POSITION.

PRINTED NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

DATE APPPLICATON PICKED UP \_\_\_\_\_