



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:

**Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401**

Applications available at the Human Resources Department, www.cascadecountymt.gov or Job Service.

Position: Transport Coordinator

Schedule: Full-time with Benefits

Department: Cascade County Sheriff's Office

Salary: \$17.00 per hour

Closing Date: Open Until Filled

Administrator: Sheriff Slaughter

Application Requirements:

- ✓ A completed Cascade County Employment Application.
- ✓ Complete and notarized supplemental documentation with PREA Signature sheet.
- ✓ Copy of a photo ID.
- ✓ Copy of Diploma, GED or HSE.
- ✓ A detailed Resume.

Please note, all portions of the hiring process, up to and including the Application itself, are subject to evaluation and scoring for ranking and selection of potential employees.

CCSO employees are strictly prohibited from using medical and/or recreational marijuana or any other illegal drugs. Sheriff's Office Employment Statement: Any individual with a felony conviction, domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case-by-case basis.

Education/Experience/Training:

- Graduation from High School, GED or HSE and two (2) years general office experience required.
- Possess a valid MT State Driver's License or be able to obtain within thirty (30) days from date of hire.
- Must be at least of eighteen (18) years of age at the time of employment.
- The Employer shall supply any shots necessary to the employees at the Employer's expense. These shots shall include TB Test, Hepatitis A and B or any other shots deemed necessary by the employer for the employee's safety.

Desired Qualifications: Experience reading and understanding court paperwork is preferred but not necessary. Leadership, communication, writing and computer skills.

Certifications: First Aid and CPR certification required within one (1) year of employment.

Job Summary: The Transport Coordinator at the Cascade County Sheriff's Office (CCSO) is a civilian staff position that is responsible for coordinating, scheduling, arranging and overseeing the orderly, safe and secure transportation of inmates and detainees in the Adult Detention Center (ADC) to and from various locations and destinations, including but not necessarily limited to, Great Falls Municipal Court, Cascade County Justice Court, Cascade County District Court, United States District Court, CCSO Video Courtroom, Montana State Prison and other correctional/detention centers and facilities, medical and dental centers/facilities and other specified locations and destinations in accordance with CCSO established policies, procedures and practices and as directed for and mandated by public safety. The Transport Coordinator is also responsible for reviewing all required legal documents, special security precautions and the accommodation needs of inmates and detainees which are involved in and impact the transport of inmates and detainees, processing court documents related to sentencing and the incarceration/housing of inmates and detainees relevant to the specified holding agency, performing a variety of technical and administrative tasks and activities associated with the daily operation of the ADC and the incarceration of inmates and detainees such as changing prisoner types, compiling and preparing inmate population reports and other duties required for the fiscal management of local and contracted inmates and detainees and performing other duties as required or assigned.

Essential Job Duties and Responsibilities: Coordinates, schedules, arranges and oversees the orderly, safe and secure transportation of inmates and detainees in the ADC to and from various courts, detention and correctional centers and facilities, prisons, medical and dental centers/facilities and other specified locations and destinations in, around and outside the County and State, reviews, handles and distributes all required legal documents, special security precautions and the accommodation needs of inmates and detainees which are involved in and impact the transport of inmates and detainees, communicates with detention, correctional and prison facilities and other law enforcement agencies and offices where offenders are being held regarding information impacting the transport of inmates or detainees to or from the ADC, processes court documents related to sentencing and the incarceration/housing of inmates and detainees relevant to the specified holding

agency, performs a variety of technical and administrative tasks and activities associated with the daily operation of the ADC and the incarceration of inmates and detainees such as changing prisoner types, compiling and preparing inmate population reports and other duties required for the fiscal management of local and contracted inmates and detainees, establishes and maintains cooperative working relationships with the Warden, Lieutenants, Staff Sergeant and ADC Command Staff and other law enforcement, probation/parole, court and emergency response personnel, agencies and offices and the general public, attends meetings, conferences, trainings and workshops as requested and authorized, handles confidential and highly sensitive information while strictly adhering to and complying with standards of confidentiality, prepares, complies and maintains all necessary and required reports, records, filings and data with regard to the transport of inmates and detainees to and from the ADC in an accurate, complete and professional manner, provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner within established guidelines, accepts new challenges and responsibilities, observes, receives and otherwise obtains information from relevant sources, performs other related duties as required or assigned.

Knowledge and understanding of: ADC operations and security procedures, practices and techniques, CCSO/County rules, policies, practices and standards, relevant equipment, policies, procedures, strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions, basic understanding of laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules in relation to custody and transportation of inmates and detainees, human behavior and modification techniques, basic legal and law enforcement terminology, Prison Rape Elimination Act (PREA), First Aid and CPR, basic computer hardware and software, including Word, Excel, Outlook, PowerPoint and Zuercher, recordkeeping, report preparation, filing methods and records management techniques, CCSO/County safety rules, procedures and practices.

Skills in: Using tact, discretion, initiative and independent judgment within established guidelines, maintaining composure in an emergency or crisis situation and making sound, rational decisions, demonstrating good judgment, social perceptiveness - being aware of others' reactions and understanding why they react as they do, public relations and customer service, evaluating and reporting inmate and detainee behavior problems and issues, critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, active listening and professional, effective and courteous written and verbal communication, maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations, leadership and educating and encouraging others to follow practices and procedures to accomplish work objectives.

Ability to: Interact and communicate with co-workers, supervisors, County employees, personnel from other agencies and offices, inmates and detainees and the general public in an effective, professional and courteous manner, maintain an effective and professional working relationship with co-workers, supervisors, County employees and personnel from other agencies and offices, analyze situations quickly and objectively to recognize actual and potential danger and to determine a proper course of action, maintain composure and effectively and professionally deal with stressful situations and rapidly changing circumstances and priorities, exercise and display sound judgment and decision-making skills within established policies and procedures and under stressful situations, read, interpret and communicate laws, ordinances, rules and regulations and apply such in the course of the work, read and comprehend materials, analyze and compile information and pay attention to detail and accuracy, follow oral and written directions and use active listening skills, communicate information clearly and concisely with others both orally and in writing, prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology, proficiently operate a computer and a variety of office equipment to complete required job duties, consider the relative costs and benefits of potential actions to choose the most appropriate one, multi-task and maintain concentration during frequent interruptions, use manual dexterity of both hands and feet to perform activities such as lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level, work collaboratively with management and co-workers and independently or as a team member, be honest, ethical, reliable, responsible, dependable and fulfill work obligations, observe work hours and demonstrate punctuality, observe established Chain of Command, accept constructive criticism, identify problems that adversely affect the organization and its functions and offer suggestions for improvement, work extended hours, nights, weekends and holidays as needed.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Union #2.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER