



# Dawes County

## JOB OPENING ANNOUNCEMENT

### PART-TIME CORRECTIONAL OFFICER(S)

(MULTIPLE OPENINGS AVAILABLE)

Dawes County Sheriff's Department has immediate opportunities for multiple Part-Time Correctional Officers in the Dawes County Jail. If you want an opportunity that makes a difference, we want you. Open until filled.

#### Job Description:

- Implementation and day-to-day application of policy and operating procedures that are required for incarcerated inmate population pursuant to NE State Law(s) and Rules/Regulations of Dawes County Jail.
- Plan and supervise the care, custody, and control of inmates
- Any other duties that may be assigned by the supervisory staff and Sheriff

#### Essential Functions:

- Booking and Releasing Prisoners
- Preparing Meals
- General Health & Care of Inmates
- Maintain Accurate Records & Logs
- General Maintenance of Jail Area
- Answer Phones and Radio
- Receive/process citizen concerns, inquiries or complaints.

The time required to complete these Essential Function tasks is based on need and reasonableness  
The Essential Functions are completed by staffing of 8-hour shifts.

#### Qualifications:

- ✓ Must possess a High School Diploma or GED Required Licenses/Certificates
- ✓ 19 years of age or older
- ✓ Dawes County Sheriff's Dept./Jail will train new employees.

#### Job Type/Schedule/Shift Availability:

- Available to work random days and shifts
- 8 Hour Shift
  - Varying Shifts can occur: The Dawes County Jail is staffed 24 hours a day, 7 days a week.

**Job Pay:** Now Starting at **\$15.00** an Hour

#### How to Apply:

Contact the Dawes County Sheriff's office at 308-432-0113 for additional information. Applications can be picked up at the Sheriff's office or by contacting the Dawes County Human Resources Office or visiting the official Dawes County Website at: <https://dawes-county.com/county-offices/hr-department/>

**Completed application and opt. materials deliver, send, or email to:**

**Dawes County Sheriff's Office**  
**451 Main St. (Top Floor)**  
**Chadron, NE 69337**  
**308-432-3025**  
**EMAIL: [ad1@dawescounty.ne.gov](mailto:ad1@dawescounty.ne.gov)**

*Dawes County is an Equal Opportunity Employer. All positions with Dawes County Government are subject to Veterans Preferences.  
To request reasonable accommodations, contact Dawes County Human Resources*

#### Disclaimer:

This job description is not intended to be an exhaustive list of all responsibilities, activities, skills, requirements, working conditions etcetera, associated with performing the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require new/different tasks, duties, responsibilities and activities be performed as assigned at any time with or without notice.