Pennington County Sheriff’s Office Job Description

Job Title: Correctional Tech
Division: Jail
Reports To: Sergeant - Booking
Grade: 9
FLSA Status: Non-Exempt
Approved Date:

Job Summary
The Correctional Tech at the Pennington County Jail is responsible for assisting booking inmates in and out and assisting booking staff as needed. This process requires close and courteous interaction with inmate and a high level of accuracy. The Correctional Tech serves a vital role in maintaining a safe and smooth running facility.

Essential Duties and Responsibilities
- Fingerprint scanning and taking booking photographs of new intakes;
- Collecting inmate Deoxyribonucleic Acid (DNA);
- Conducting applicable booking questionnaires;
- Assisting inmate phone account setup;
- New intake clothing setups and preparation for inmate transfer to general population;
- Answering phone calls;
- Assisting with booking area general cleanliness;
- Assisting the control room operator with inmate movement in the control room;
- Performing other duties as assigned.

Minimum Requirements
- HS Diploma or GED required.
- One year customer service experience, typing and computer experience, and cash handling experience.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment
The work is typically performed in an office of a correctional facility. Periodically work is performed in a moist environment. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements
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While working at the booking counter, must be able to stand or sit for extended periods while entering data, type, inventory an inmate’s property, speak, hear, and talk clearly. General movement around the work area such as bending, stooping, and lifting is required to perform the various tasks associated with changing or releasing an inmate. While assisting in the control room, must be able to work in a confined environment while seated in front of multiple monitors for the duration of an 8-hour shift. Data entry, operation of a phone and two-way radio is required.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.