Pennington County Sheriff’s Office Job Description

**Job Title:** Correctional Training Coordinator  
**Division:** Juvenile Services Center and Pennington County Jail  
**Reports To:** Training Manager  
**Grade:** 16 or 17  
**FLSA Status:** Non-Exempt  
**Approved Date:** 11/1/2015

**Job Summary**

The Correctional Training Coordinator is responsible for the preparing the classroom and field training for new and existing Juvenile Services Center (JSC) and Pennington County Jail (PCJ) staff members and contract employees. The Correctional Training Coordinator will also be responsible for classroom instruction and assistance with the Correctional Officer Training Program.

**Essential Duties and Responsibilities**

- Planning and coordinating division specific orientation and pre-service training for all new JSC and PCJ employees.
- Overseeing field training of new correctional officers by coordinating with Correctional Training Officers (CTO) and the CTO Sergeant.
- Planning and coordinating required annual training for specific job classifications within the JSC and PCJ assigned divisions.
- Assisting employees in voluntary professional development and/or to meet promotional training requirements.
- Working with division supervisors to complete annual staff training needs assessment to develop training plans.
- Working with the Staff Assistant IV–II assigned to training to maintain all training documentation, training rosters and all required information to be entered into the electronic record keeping database.
- Maintaining division training materials and resources.
- Instructing courses as required.
- Adhering to Sheriff’s Office policies.
- Performing other duties as assigned.

**Minimum Requirements**

- HS Diploma or GED required.
- Current Correctional Officer with minimum 5 years of experience with the Pennington County Sheriff’s Office.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.
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Working Environment
The work is typically performed in an office and occasionally outdoors. The work requires the use of specialized law enforcement equipment.

Physical Requirements
While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.

Applicant will be required to successfully pass group testing standards as outlined in Global Policy 2-20.