



Find a rewarding career...

Make a difference in the lives of others in a career with the Department of Corrections

Security Positions

- ◆ **Correctional Officer** – Maintains custody of inmates in correctional settings by enforcing procedures that ensure the safety and security of inmates and employees.
- ◆ **Sergeant** – Maintains the security of an assigned area or shift; assigned areas of responsibility may include cell halls, control centers, tool & key, special security, minimum security units, identification office and other sites as directed.
- ◆ **Lieutenant** – Supervises the correctional personnel and inmates in assigned area; makes determinations on immediate disciplinary actions on inmates for rule infractions affecting the security of the institution and serves as the institution's ranking officer on night and weekend shifts.
- ◆ **Captain** – Exercises dual responsibility of supervising correctional personnel and inmates; monitors staff's daily work activities and schedules. Duties include personnel selection, staff scheduling, implementation of performance evaluations; and directing the supervision and management of inmates.

Juvenile Corrections

- ♦ **Juvenile Corrections Agent** – Manages juvenile offenders by providing intake, assessment, classification, and case management services; provides aftercare supervision to ensure public safety and juvenile rehabilitation.
- ♦ **Juvenile Corrections Agent Supervisor** – Manages an assigned area by supervising and training juvenile correction agents and maintains a caseload of juveniles under community supervision.
- ♦ **Youth Treatment Supervisor** – Directs behavioral modification and cognitive therapy programs that are designed to change juveniles' maladaptive behavior and inappropriate coping skills, reduce recidivism and provide tools to become productive members of society; and to ensure juveniles receive all necessary counseling and treatment.
- ♦ **Youth Supervisor** – Supervises juveniles at work, at school and during daily life in a correctional facility; implements programs and activities designed to prepare juveniles for productive living outside the correctional setting.
- ♦ **Youth Counselor** – Guides, counsels and provides treatment for youth who have mental health or developmental disability needs.
- ♦ **Wellness Instructor** – Maintains a structured wellness program designed to enhance the physical, psychological, and educational well-being of juveniles.

Unit Management

- ◆ **Unit Manager** – Manages an inmate housing unit to include security, inmate classification and unit programming, inmate disciplinary hearings, the unit physical plant and equipment, staff scheduling and training, and coordinating operations with other facility activities to ensure the unit and inmates are supervised.
- ◆ **Unit Case Manager** – Acts as the unit second-in-command and focuses on inmate classification and unit programming relative to the needs of the inmates assigned to the unit.
- ◆ **Unit Coordinator** – Manages a case load of inmates which includes assisting inmates with the day-to-day operational concerns of living in a correctional institutional.

Parole

- ◆ **Transitional Case Manager** – Performs pre-release programming and case management assistance in finalizing inmates' community transition plans prior to parole or release.
- ◆ **Parole Agent** – Supervises convicted felons on parole, suspended sentence supervision or conditional release status; develops placements and resources; conducts investigations to promote the reform of persons under supervision and to ensure public safety.
- ◆ **Parole Agent Supervisor** – Manages an assigned area by supervising and training parole agents; and maintains a caseload of adults under community supervision.

Other Professional Positions

- ◆ **Correctional Analyst** – Implements policies and procedures for a wide variety of Department of Corrections programs to ensure effective programming is available for every inmate, parolee or other institutional resident.
- ◆ **Corrections Specialist** – Administers assigned programs by developing policies and procedures to implement program goals and objectives; manages daily program activities by scheduling and monitoring projects and personnel; and identifying statistical requirements to meet reporting needs for department, State, and Federal agencies.
- ◆ **Secretary/Senior Secretary** – Provides clerical support which includes tasks such as composing correspondence, maintaining filing systems, creating databases, and recording fiscal activities to support office operations.
- ◆ **Finance Operations** – Duties include budget preparation, accounting, personnel, purchasing, billing payments and inventory activities. Positions include Business Manager, Senior Accountant, Accounting Assistant and Senior Claims Clerk.
- ◆ **Teacher** – Evaluates, assesses and instructs adjudicated youth and adult inmates in a variety of coursework within an institutional school setting.
- ◆ **Training Specialist** – Designs, develops and presents training courses to new and existing employees.

Other Professional Positions (continued)

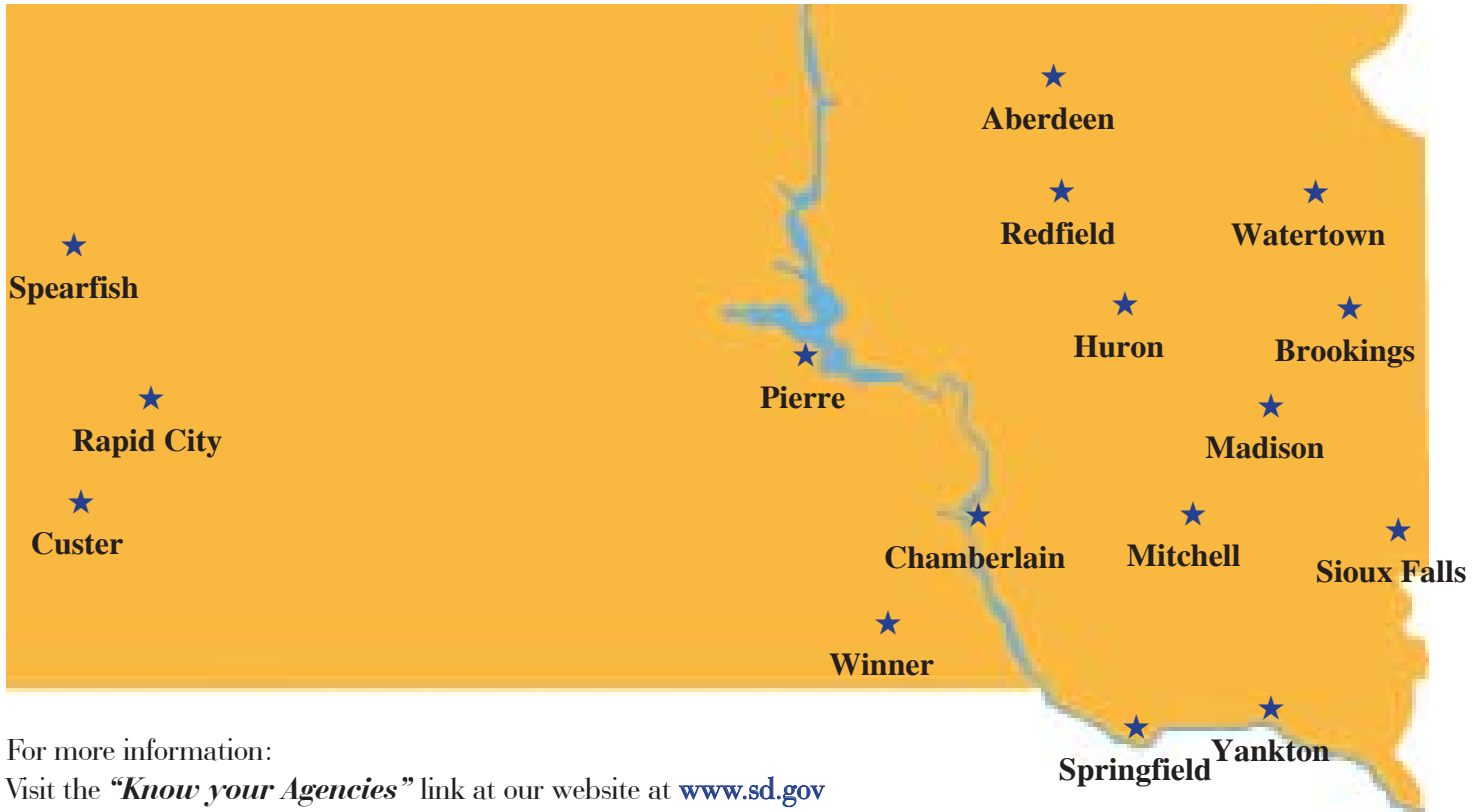
- ♦ **Physical Plant** – Performs skilled building maintenance tasks as assigned in areas such as rough carpentry, painting, plumbing, electrical, electronics, locksmith, refrigeration, heating, ventilation, and air conditioning to assist in the maintenance, repair and daily operating needs of the facility. Positions include Building Maintenance Worker, Specialist, Senior Building Maintenance Worker, Lead Worker, Supervisor, Heating Plant Supervisor and Physical Plant Manager.
- ♦ **Prison Shop Foreman** – Provides instruction and work direction to inmates assigned to a prison shop that produces a product or service within the correctional facility.

Supporting State Agencies

To maintain comprehensive service to the Department of Corrections the following additional State agencies provide support:

- ♦ **Department of Health** – Positions include Registered Nurse, Charge Nurse, Patient Care Technician, Licensed Practical Nurse, Clinical Supervisor, Clinical Coordinator, Medical Doctor, Radiation Technician, Dental Assistant, Dental Hygienist and Dentist.
- ♦ **Department of Human Services** – *Division of Mental Health* – Positions include Mental Health Therapist and Mental Health Manager. *Division of Alcohol & Drug Abuse* – Positions include Parole Coordinator, Chemical Dependency Counselor and Chemical Dependency Supervisor.
- ♦ **Department of Education** – Position includes Archivist.
- ♦ **Bureau of Personnel** – Positions include Personnel Specialist, Human Resource Manager and Industrial/Organizational Psychologist.

Department of Corrections Locations



For more information:
Visit the *“Know your Agencies”* link at our website at www.sd.gov

Benefits with the State of South Dakota

The State offers one of the most comprehensive benefit packages available anywhere!

your time...

- ♦ **vacation**—3 weeks of paid vacation leave
- ♦ **holiday pay**—the State recognizes 10 legal holidays
- ♦ **sick leave**—14 days of accrued sick leave per year
- ♦ **personal leave**—up to 40 hours of your sick leave may be used each year for personal reasons, such as care for a sick child or death of a immediate family member
- ♦ **military leave**—National Guard members may be paid up to 120 hours of leave taken for training and weekend drills

your health...

- ♦ **paid health insurance**—premiums are 100% employer-paid for non-tobacco users
- ♦ **dependent health insurance**—health insurance for your family can be purchased with tax free dollars
- ♦ **dental, vision, hospital indemnity plan, short-term disability, and major injury protection insurance**—available for a premium

your future...

- ♦ **retirement plan**—the State fully matches your contribution (6-8% of your salary). You are fully vested in the retirement plan after three years
- ♦ **supplemental retirement plan**

your family...

- ♦ **paid life insurance**—\$25,000 in term life insurance, purchase additional life insurance up to 5 times your annual salary
- ♦ **portable supplemental life insurance**—purchase life insurance at affordable group rates
- ♦ **paid accidental death/dismemberment**—in case of accidental death, your beneficiary will receive double life insurance benefits
- ♦ **paid long-term disability benefits**
- ♦ **paid family survivor benefits**—your surviving spouse and children will receive 50% or more of your salary if you die while employed with the State
- ♦ **medical and daycare spending accounts**—tax free

and more...

- ♦ **longevity pay**—you receive annual payments rewarding longevity after seven years with the state
- ♦ **professional liability coverage**
- ♦ **reduced tuition coverage at state universities**—after one year of experience you may be eligible to have tuition expenses reduced by 50% for courses offered by state universities
- ♦ for more detailed information on the State's benefit package visit www.bopweb.com

Applying with the State of South Dakota

1 find a job you are interested in... you can find job listings:

- ♦ on line — www.state.sd.us/jobs
- ♦ at any South Dakota Career Center
- ♦ at State universities career centers & Human Resource offices
- ♦ Bureau of Personnel

2 complete a State application form...

- ♦ on line — www.state.sd.us/jobs
- ♦ request a hardcopy from the Bureau of Personnel
- ♦ if you prefer to send a resume, just complete box 1 of the State application and attach your resume

3 send it in...

- ♦ mail — Bureau of Personnel
PMB 0141-1
500 E Capitol Avenue
Pierre, South Dakota 57501
- ♦ fax — 605.773.4344
- ♦ email — bopinfo@state.sd.us