



# Confederated Tribes of the Colville Reservation

Corrections Office

P.O.Box 150

Nespelem, WA 99155

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(509) 634-2493

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[www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Corrections Officer

**SALARY:** \$ 34,257.60 annually, with one step increase after successful completion of academy

**REPORTS TO:** Shift Sergeant, Corrections

**LOCATION:** Correctional Facility, Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent of this position will be responsible for maintaining the safety and security of the inmates in the Colville Tribal Corrections Facility. Duties will include; supervising, observing and controlling inmate behavior to prevent disturbances, injuries and escapes. Additionally, duties will include processing inmates by recording fingerprints, personal data and inmate's personal items as well as providing orientation to facilities philosophy and rules upon admission. The incumbent will also transport inmates from County facilities to Tribal Court.

## MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or equivalent.
- Demonstrated ability to exercise good judgment and conflict resolution skills in crisis situations.
- Knowledge of Facility standardized rules and procedures.
- Knowledge of security and control procedures.
- Knowledge of basic computer skills and programs.
- Knowledge of reservation lifestyle, culture, and customs.
- Ability to maintain accurate records and prepare effective reports.
- Ability to communicate effectively, both orally and in written format.
- Ability to remain alert at all times and to react quickly and calmly in emergency situations.

## SPECIAL REQUIREMENTS:

- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must be 21 years of age.
- Must successfully clear an extensive Criminal History Background Inquiry, with no felony convictions.
- Must successfully pass a drug test.
- Must successfully pass a physical examination.
- Must successfully complete the Indian policy Academy's Correction Officer Training or equivalent.
- Must possess and maintain valid First Aid and CPR certification.
- Must sign a Confidentiality Statement.
- Must be willing to work shift hours, including evenings, weekends, and holidays.
- Must successfully pass a written examination.
- Must successfully pass a Polygraph Examination.

**Note:** This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

**CLOSING DATE:** Open Continuously. Applications and supporting documents MUST be received in the Corrections Office by.

**INFORMATION:** Colville Tribal Corrections  
Attn: Sonya Finley  
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