

Yankton County Sheriff's Office

410 Walnut Street, Suite 104

Yankton, SD 57078

605-668-3567

The Yankton County Sheriff's Office is currently seeking a qualified candidate for the position of Jail Administrator.

The Yankton County Sheriff is responsible for the jail in Yankton County but appoints the Jail Administrator as the "Officer in Charge". The Jail Administrator reports directly to the Sheriff and will oversee 20 full-time employees and all aspects of the 120-bed jail.

A successful candidate for this position is required to do the following:

- Be able to interpret, enforce, and create new jail policies within the Yankton County Jail.
- Must oversee, prepare, and maintain within the allowed budget of the county jail.
- Meets with and prepares reports for the county commissioners.
- Communicates well with the Sheriff, employees, and the public.
- Communicates with judges, states attorney, parole, probation, defense attorneys, contract counties, juvenile detention center, Boys & Girls Club, 24-7 program, U.S. Marshall Service, Homeland Security, Bureau of Indian Affairs and the South Dakota Division of Criminal Investigations.
- Must establish a jailer training program and maintain training for the jail staff.
- Oversees the 24-7 program.
- Conducts yearly performance evaluations on the staff they oversee.
- Must resolve and address inmate complaints.
- Must conduct and establish job interviews for positions within the jail.
- Must complete schedules for staff members.

The candidate for Jail Administrator must possess the following qualifications:

- Bachelor's degree or equivalent completion of a career development program.
- Five years of related administration experience.
- Knowledge, experience, and proficiency using Central Square Records Management System, also known as "Central Square/ Zuercher".
- Experience working with budgets.
- Must possess and maintain a valid driver's license.
- Must pass a criminal background check, drivers history check, credit check, physical and drug screening.

The Yankton County Jail Administration position is a Class A position with the South Dakota Retirement System and Yankton County will match up to 6% into the SDRS. The position includes vacation, sick and paid holidays.

An individual employee is covered with county health insurances at no additional cost. Additional options are offered for family health, dental and vision at the employee's expense. Starting wage for this salaried position is Grade 12 (\$64,103.16).

Please submit cover letters and resumes to Sheriff Preston Crissey at 410 Walnut Street, Suite# 104 Yankton, SD 57078 or email to pcrissey@yanktonlaw.com. Applications must be received no later than February 3rd, 2023.