CORRECTIONAL OFFICERS

Salary Range
$26.57 Hourly +Overtime ($55,261 Annually) to $37.45 Hourly ($77,894 Annually))
Job Type
Full Time
Department
Sheriff's Office
Opening Date
06/01/2026

WHY JOIN OUR TEAM?

Are you interested in a career in public service, interested in corrections, or starting your law enforcement career? In the correctional profession, you have the opportunity to help others. Take your first step in uncovering your best self. The Cass County Sheriff's Office is a team that works together and is always there for each other. The Cass County Sheriff's Office, located in Fargo, North Dakota, invites applications for Correctional Officers to maintain safety and security within one of the most well-respected facilities around! New hire classes start regularly, so whether you are ready to start immediately or need time, you can apply now!

WHAT DOES THIS CAREER OFFER YOU?

GREAT WAGES!

The hiring range is $26.57/hr, with a full earning potential of $37.45/hr. PLUS, there are regular opportunities for overtime. Correctional Officers with good performance earn annual salary step increases of approximately 4% each year during the first five years and a total of 12 years of annual step increases. The county also offers annual Cost of Living Adjustments tied to inflation every January.

PAID TRAINING!

Eleven weeks of paid training at full wages, including three weeks of classroom-based training to complete North Dakota Correctional Officer Basic and eight weeks of on-the-job training. New officers will be state-certified as a Correctional Officer. New staff will learn the operations of the Cass County Jail along with all the equipment issued.

PAID UNIFORMS & EQUIPMENT!

Uniforms and equipment are provided.

SIGN-ON BONUS!
Newly hired Correctional Officers will receive a $1,000 bonus after 6 months of employment.

CAREER PREPARATION!
Through the training and expertise gained in our Jail, our Correctional officers have gone on to be hired by multiple other county, city, state, and federal law enforcement agencies, along with internal promotions to Patrol, Court Transport, and Warrant and Civil Division.

EXPANDED EMPLOYEE ASSISTANCE PROGRAM!
This program offers confidential counseling visits for employees and their family members, as well as access to financial resources, legal advisors, work and lifestyle support, and educational resources to provide the best work-life balance.

12-HOUR SHIFTS!
Work thirteen shifts a month and have Fri/Sat/Sun off every other week. Year-long, consistent schedules. Limited opportunities for other work schedules, including 8 and 10-hour shifts with no weekends, are offered based on seniority.

CAREER ADVANCEMENT!
After 2 years of employment, unlicensed Correctional Officers are eligible to apply for a competitive process to select candidates for the Police Academy to become a licensed Peace Officer. Correctional Officers who are licensed Peace Officers are routinely promoted or transferred to vacant assignments in the field, such as Patrol or Court Services, and can pick up overtime assignments outside of the jail. Correctional Officers also have opportunities to join special assignments such as Training Officer, Emergency Response Team, Peer Assistance Crisis Team, Crisis Intervention Team, Honor Guard, and Security Threat Group.
COMPREHENSIVE BENEFITS! Generous paid leave, extended sick leave, medical/dental/vision/life insurance, and retirement through a state pension plan mean lifetime income provided throughout retirement!

HOW IS THIS JOB GOING TO HELP YOU PERSONALLY GROW AND DEVELOP?
Working as a Correctional Officer improves your ability to communicate in your personal life, builds strong problem-solving abilities, and increases confidence and skills in professionally handling conflict. Our experienced instructors will teach you the techniques you need to handle the daily situations a Correctional Officer encounters in our Jail. You will learn how to effectively interpret body language, quickly assess conditions and circumstances, and make sound decisions to resolve conflict in complex situations. We will teach you fundamental communication strategies and defensive tactics to de-escalate situations to ensure safety within the Jail. As a new Correctional Officer with the Cass County Sheriff's Office, you will undergo intensive training and immediately begin reinforcing your training on the job once you graduate. Being a Correctional Officer also builds patience, empathy, and a greater understanding of humanity.

HOW YOU WILL MAKE AN IMPACT
As a Correctional Officer, your career will be rewarded knowing that you are protecting and serving the community and upholding the criminal justice system. The jail plays a vital role in maintaining public safety in the community.

Ensuring inmate rights are always preserved. Provide orientation to new inmates. Advise and counsel inmates as necessary; conduct regular well-being checks for all inmates. Ensure inmates are properly admitted and released from housing units. Inspect cells and common areas and conduct searches for contraband. Administer medications as necessary; provide emergency medical aid as necessary; refer inmates to facility services as necessary. Mediate and de-escalate conflicts between inmates and respond to disturbances. Maintain accurate inmate head counts, cell checks, and searches. Monitor, log, and supervise inmate movement, recreation, visitations, cleaning, laundry, and security checks. Receive and release inmates by completing paperwork, fingerprinting, photographing, data entry, and conducting checks for outstanding warrants, protection orders, etc. Log and manage inmate property, money, and supplies. Exercise appropriate use of force and self-defense tactics to restrain disorderly inmates and de-escalate volatile situations. Operate and maintain radios, telephones, and other communication equipment. Operate doors and intercoms and perform perimeter, building, and grounds security checks. Answer phones and assist callers with questions and concerns. Answer inmate questions and concerns and assist inmates with paperwork as necessary. Prepare and complete reports.

WHAT YOU NEED TO SUCCEED IN THIS ROLE

High school diploma or GED. Must possess a valid driver's license and maintain a safe driving record with Cass County. Must successfully complete the pre-employment background process, including passing a medical and drug screening. Ability to make appropriate decisions quickly and with tact and impartiality. Ability to learn and apply the policies and procedures of law enforcement operations. Must maintain the ability to be a credible witness in court. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with co-workers and the public. Ability to maintain a professional appearance and demeanor. Though not required to be considered for a position, an associate or bachelor's degree in criminal justice or a related field, experience working in corrections, and knowledge of legal terminology is a plus.

EEO STATEMENT

Cass County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, citizenship, sex or gender, including pregnancy, sexual orientation, and gender identity, marital status, age, disability, veteran's status, genetic information, or any other legally protected status.

AGENCY

Cass County Sheriff's Office | Fargo, North Dakota

ADDRESS

Cass County Jail
450 34th St. S.
Fargo, ND

Cass County Court House
211 9th St. S.
Fargo, ND

Law Enforcement Center (LEC)
1612 23rd Ave. N.
Fargo, ND

PHONE

701-241-5800

WEBSITE

www.casscountynd.gov

INSURANCE
Insurance coverage is effective following 30 days of employment and is available for employees, spouses, and dependents.

HEALTH | PRESCRIPTION
Cass County's health benefit plan offers low deductibles. The county pays a minimum of 79% of the premium rates, and pharmacy benefits are included.

DENTAL
Cass County offers dental insurance through Blue Cross Blue Shield ND, which covers 100% of diagnostic and preventative services for in-network dental providers.

VISION
Cass County employees have free vision insurance. Dependent coverage is available for a minimal cost.

LIFE INSURANCE
Cass County provides a $12,000 basic life insurance policy for every full-time employee. Employees may purchase additional term life insurance for themselves and their spouse and dependents through payroll deduction.

RETIREMENT PLAN
Cass County participates in the North Dakota Public Employee Retirement System (NDPERS) and provides a 15.04% pension contribution for public safety-certified employees.

DEFERRED COMPENSATION PLAN
Employees may choose to save additional funds toward retirement on a pre-tax or after-tax (Roth IRA) basis through our supplemental retirement program.

VACATION:
96 hours per year of paid vacation.

HOLIDAY LEAVE
10 days per calendar year of paid holiday leave.

SICK LEAVE
96 hours per year of paid sick leave.

FLEXIBLE SPENDING REIMBURSEMENT ACCOUNTS
(FSA): Cass County offers FSA for Health Care and Dependent Care. This is a great way to put money aside for health and dependent care costs on a pre-tax basis.