

Jail Administrator

Shoshone County Sheriff's Office - Wallace, Idaho
Full-Time | \$31.00-\$35.00 per hour, DOE

About the Position

The Shoshone County Sheriff's Office is seeking a **motivated, professional, and strong leader** to serve as Jail Administrator. The position oversees the operation and administration of the Shoshone County Jail, provides leadership to detention staff, and works closely with the Sheriff and command staff to maintain a safe, secure, and professional facility.

We are looking for someone who wants to **lead, improve, and be part of a growing and positive organization.**

Responsibilities

- Oversee daily jail operations, detention personnel, staffing, and training.
- Maintain a safe, secure, and professional correctional environment.
- Oversee inmate custody, classification, care, and services.
- Develop and maintain policies, procedures, and training programs.
- Assist with budgeting, purchasing, equipment, and facility needs.
- Oversee **Shoshone County Courthouse security and bailiff operations.**
- Coordinate with courts, judges, prosecutors, attorneys, and other justice-system partners.
- Work with the Sheriff and command staff on operational improvements.

Qualifications

- Strong leadership, communication, organizational, and decision-making skills.
- Demonstrated ability to supervise personnel and manage operations.
- Professionalism, integrity, accountability, and sound judgment.
- Prior supervisory or management experience is strongly preferred.
- **Custody, law enforcement, or military experience is desirable.**

Compensation & Benefits

\$31.00–\$35.00 per hour, depending on experience and qualifications.

- Medical, dental, and vision insurance
- **PERSI retirement**
- Other applicable county employee benefits

If interested, email Undersheriff Skinner at Tskinner@shoshoneso.com

Equal Opportunity Employer