

“OUTSIDE THE FENCED PERIMETER”

BUSINESS OFFICE

MCE Accounting—Stephanie Hotchkiss

Job opportunities in computers, office skills, billing, accounts payable, purchasing, inventory, graphic design, database design and data input.

Starting pay scale of \$4.00 per day.

Hobby Store—Terri Guthrie

Job opportunities as a clerk and working with the general public in the community.

Starting pay scale of \$4.00 per day.

CANTEEN

Canteen—Jeff Bromley

Job opportunities in packaging canteen supplies for Montana State Prison, Montana Women’s Prison, various state agencies and all of the regional prisons.

Pay scale of \$.40 to \$.90 per hour.

DAIRY

Dairy—Dale Salomon/Chase Seebecker/David Proehl

Job opportunities as a milker, calf-man, cow pusher, machinery operators, feeders, boiler man, clerk, general maintenance, and lab technician.

Starting pay scale of \$4.00 per day.

Dairy Processing—Bill Connors

Job opportunities in dairy processing and finished milk products.

Starting pay scale of \$4.00 per day.

EDUCATION

Education—Marisa Britton-Bostwick

Education opportunities in HiSET preparation, HiSET testing, parenting skills and life skills.

Starting pay scale of \$1.30 per day

MSP/MCE FIRE CREW

Fire Crew Supervisor—Michael Livermore

The inmate fire crew and supervisor works with the state Department of Natural Resources and Conservation to help fight wildfires in Montana. In the off season they perform various civic duties such as painting, clean-up, thinning trees, cutting wood etc. in the community.

Starting pay scale of \$4.00 per day.



FOOD FACTORY

Food Factory—Joe Mihelic/Dave McDonald

Job opportunities in cook/chill food preparation, stocking, inventory control, computer data processing and janitorial. Pay scale of \$.40 to \$.60 per hour.



RANCH

Crops and Irrigation— Sonny Dyer/ Dean Bacon/Brandon Forson/Scott Struna

Job opportunities in irrigation, machinery operation, crop harvest & general ranch work.

Starting pay scale of \$4.00 per day.

Sprinkler pipe movers are paid \$.02/per pipe.

Range Cattle—Allen Johns

Job opportunities in feedlot operation, feeding, cowboy work, fencing and general ranch work.

Starting pay scale of \$4.00 per day.

Community Workers—Terri Guthrie

Job opportunities working in the community doing maintenance, landscaping, carpentry, lawn maintenance, mechanic work, and janitorial maintenance. The jobs offer a chance to work with the general public in the community.

Starting pay scale of \$4.00 per day.

MCE Management Team

Administrator—Gayle Butler
Agriculture Director—Ross Wagner
Training Director—Lisa Hunter
Fiscal Director—Tassie Smith
Education Director—Marisa Britton-Bostwick
Industries Director —Joel Miller
Industries Director —Scott Griner
Food Factory Director—Joe Mihelic
Business Specialist—Nicole Chandler



INFORMATIONAL
WORK, EDUCATION
& TRAINING
OPPORTUNITIES
BROCHURE



Teach - Train - Transform

ACCOUNTING

AGRICULTURE

BUSINESS DEVELOPMENT

CANTEEN

EDUCATION/LIBRARY

FOOD FACTORY/BAKERY

INDUSTRIES

LICENSE PLATE FACTORY

VOCATIONAL EDUCATION

MCE MISSION STATEMENT

Montana Correctional Enterprises provides meaningful education, work experience and transitional services to assist offenders reentering our communities to become productive employees, good neighbors and taxpaying citizens, creating safer communities.

REENTRY SERVICES

Anne Cole/Chris Moore/Mark Lochrie

Assist inmates in obtaining a State of Montana identification card and/or a driver's license prior to release. They may also assist you in obtaining other needed documentation such as a birth certificate and a social security card.

Application Process

Once you are assigned a housing unit, you may send a job application to the MCE ranch office. You must have either a verified high school diploma, a GED, or a HiSET (High School Equivalency Test) verified through transcripts, HiSET test scores, or an official education document to participate in an MCE work or training position. Once your name is placed on a list for the HiSET, you may be hired.

For Vocational Education class enrollment, send an "OSR" to the appropriate instructor and request an application form. Your name will be added to the waiting list in the order in which it was received.

"HIGH SIDE OPPORTUNITIES"

INDUSTRIES

Laundry—Dennis Keele

Job opportunities as a sorter, folder, ironer, mender/swamper, bagger, shipper, conveyor operator and shipping clerk.
Starting pay scale of \$.40 to \$.60 per hour.

EDUCATION/LIBRARY

Education—Marisa Britton-Bostwick

Education opportunities in HiSET preparation, HiSET testing, parenting skills and life skills.
Starting pay scale of \$1.30 per day

Library—Val Ericson

Job opportunities as library clerk.
Starting pay scale of \$1.55 per day

FOOD FACTORY

Bakery—John Molendyke/Chris Heaton

Job opportunities in baking skills.
Starting pay scale of \$.40 to \$.50 per hour.

VOCATIONAL TRAINING

Vocational Training—Marisa Britton-Bostwick

Educational opportunities in computer classes that revolve around Microsoft Office and Adobe applications.
Starting pay scale of \$1.30 per day for three or more classes.

"LOW SIDE OPPORTUNITIES"

EDUCATION/LIBRARY

Education—Marisa Britton-Bostwick

Education opportunities in HiSET preparation, HiSET testing, parenting skills and life skills.
Starting pay scale of \$1.30 per day

Library—Wendy Zuber/Elvie Wells/Melissa Burnett

Job opportunities as library clerk.
Starting pay scale of \$1.55 per day

INDUSTRIES

Industries – Scott Griner/Joel Miller

Job opportunities as industries clerk using computer and office skills. *Starting pay \$.40 to \$.85 per hour.*

License Plate Factory—Laura Drescher

Job opportunities as a plate boxer, personal plate packager, press operator, punch press operator and helper, swamper, computer/office clerk, graphic designer and DLP system operator.
Starting pay scale of \$.40 to \$.85 per hour.

Sewing/Upholstery Shop—Tom Gillibrand

Job opportunities as a prep upholsterer sewer, upholsterer, custom upholsterer or office clerk.
Starting pay scale of \$.40 to \$.85 per hour.

Print & Sign Shop—Peggy Kerr-Sheets

Job opportunities as a graphic designer, custom sign maker and helper, pre-press, pressman, risograph operator and bindery workers.

Starting pay scale of \$.40 to \$.85 per hour.



Furniture Shop—Paul Bence/David Martin/Clara Morrison

Job opportunities as an assembler, bookcase builder, cabinetmaker, chair builder, desk builder, detailer, file cabinet builder, frame press operator, hutch builder, knockdown builder, sawyer, spray booth operator, table builder, tool maintenance, belt sanding operator, CAD operator, and computer/office clerk.

Starting pay scale of \$.40 to \$.85 per hour.

Prison Industry Enhancement Certified—Ester Weis

Job opportunities in programs certified by the United States Justice Department. Offenders in these programs are paid prevailing wage determined by the Montana Department of Labor.

Warehouse/Shipping—Cherie Bilodeau

Job opportunities as warehouse, inventory and computer/office clerks.

Starting pay scale of \$.40 to \$.85 per hour.

MVM—Troy McQueary/Chad Gochanour/Todd Rainville/Ricky Dahlman

Job opportunities in automotive, agricultural, heavy equipment, auto body and paint, tire repair, detailing, general maintenance, welding and computer office clerks.

Pay scale of \$.40-\$.85 per hour.

Laundry—Dennis Keele—Job opportunities as pick-up/delivery workers.

Starting pay scale of \$1.25 to \$2.00 per day.

VOCATIONAL TRAINING

Vocational Training—Scott Nichols/Joe Weber/Richard Hanley

Low Side student classes in auto mechanics, welding, machining, heavy and agricultural equipment mechanics. Also classes are offered in business skills, information processing and technology.

Starting pay scale of \$1.30 per day for three or more classes.