



## ***Rio Arriba County*** ***VACANCY NOTICE***

<b>JOB TITLE:</b>	<b>Detention Officer/Maintenance</b>
<b>Department:</b>	<b>Detention</b>
<b>Primary Location:</b>	<b>Tierra Amarilla</b>
<b>Salary Range:</b>	<b>\$17.56 - \$22.75 / \$36,520.00 - \$47,320.00 Annually</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Classified</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Position Summary**

Under general supervision of the Detention Director or designee, employee will ensure the proper booking, incarceration, and safety of all persons committed to Detention Center

### **Essential Job Functions:**

- Works in the control center.
- Appropriately dispenses medication prescribed by the doctor
- Deals with verbal and physical abuse from inmates
- Supervises one or more inmates as assigned to insure proper maintenance of the facility
- Orders and distributes materials and supplies to accomplish duties
- Prepares and maintains records and files of reports as required
- Maintains a daily log to ensure required scheduling of work
- Receives orders and assures they are completed.
- Works with inmates daily.
- Supervises and assists Public Works in collecting trash when necessary
- May be required to transport inmates to court and to doctor appointments
- Mandatory overtime compensated by compensation time

### **Knowledge / Skills:**

- High attention to detail and organization especially when recording money and personal items for storage of inmate's belongings.
- Inspects pods and jail cells to insure cleanliness

- Knowledge of cleaning methods, practices, cleansers, supplies, equipment and safety rules.
- Work may be required to travel within the County
- Work may be odd hours and may be required to be on 24 hour call for emergencies
- Employee will utilize various equipment and tools in performance of job assignment
- Must be a self-motivated and goal oriented individual;
- Ability to make decisions using sound judgment and reasoning ability;
- Ability to work either independently or collaboratively as needed

### **Minimum Qualifications**

- High School Diploma or GED certificate;
- Ability to stand and walk up to four( 4) hours at a time, and or eight (8) hours total day
- Successful completion of thorough background investigation
- Shall be able to maintain a Valid New Mexico Driver's License with an acceptable driving record
- Employee must comply with the safety guidelines of the County
- Will be required to read and write the English language

### **Work Environment/Conditions:**

- Work is performed indoors and outdoors under various conditions and environment.
- Outdoors is subject to extreme hot or cold temperatures, wet, dry or greasy natural ground, and asphalt.
- May be required to work irregular hours
- May be exposed to walking, stooping, climbing, carrying and various hazards such as infectious diseases, chemicals, and fumes, heights, power equipment and icy surfaces
- Employee will routinely sit, stand, stoop and walk for up to four (4) hours at a time and up to eight (8) hours total per day.
- Employee may occasionally lift and /or move up to forty five (45) pounds. If an item is about 60 pounds lifting shall be done by two or more County staff members
- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner.

### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**