Rio Arriba County

JOB DESCRIPTION VACANCY

DETENTION OFFICER RECRUIT

DEPARTMENT:	DETENTION
PRIMARY LOCATION:	TIERRA AMARILLA
SALARY CLASSIFICATION:	NE4
SALARY:	$23.16 HOURLY / $50,581.44 ANNUALLY
POSITION STATUS:	FULL-TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	OCTOBER 27,20026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by 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. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Position Summary:

Under general supervision of the Supervisor/Director or designee, the employee will be responsible for the supervision of detainees within his/her assigned area; maintains order and security through fair and impartial application of Detention Center policies and procedures and accepted security and supervisory practices; and maintains the highest level of security possible while ensuring safe and humane treatment of all detainees including protection of their rights within the facility.

Duties and Responsibilities:

- Plans and performs a wide range of detention duties to insure the proper booking and incarceration and safety of persons committed to the Detention Center
- Works form training education, instructions, directions of Supervisor, and overall policy to receive and detain incarcerated persons
- Processes incoming prisoners by completing booking sheets, pat and strip searching, acquiring personal history, medical screening and gathering other essential data to properly care for and incarcerate the prisoner
- Performs figure printing and photographing of prisoners
- Determines mode of incarceration as to maximum, medium, or minimum security
- Inspects pod and jail cell to insure cleanliness/orderliness
- Records pertinent conditions during patrols
- Sees that new prisoners receive bath and clothing and responds to additional personal needs in accordance with policies
- Periodically works in control room to keep constant watch on all sections of Detention Center via TV cameras
- Forward telephone calls to appropriate parties

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- Contact appropriate personnel in the event of emergency
- Transfers prisoners to court and other appearances
- Serves as escort for visiting lawyers and others
- Escort inmates to various sections of the Detention Center, including kitchen or recreation room
- Coordinates and cooperates with other law enforcement agencies and judiciary agencies as necessary
- Assists in processing various bill and documents and assists in bonding
- Records all money and personal items for storage
- Appropriately dispenses medications prescribed by doctors to prisoners
- Obtain required signature from inmates of personal items
- Deals with verbal and physical abuse from inmates
- Performs other duties as assigned by Administrator, Assistant Administrator, or Supervisor/Designee

Minimum Qualifications:

- High School Diploma and/or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Knowledge of all traffic laws and regulations
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening
- Ability to listen and understand verbal and written directions in English
- Ability to communicate verbally and in writing with co-workers and inmates
- Sound judgment in determining level of incarceration for each inmate and in responding to the emergency situations
- Must have basic math skills to deal with money and bonding procedures

Knowledge. Skills. and Abilities:

- Ability to listen and understand verbal and written directions in English
- Knowledge of all traffic laws and regulations
- Ability to communicate verbally and in writing with co-workers and inmates
- Sound judgment in determining level of incarceration for each inmate and in responding to the emergency situations
- Ability to use visual and auditory skills to operate control room(s)
- Basic math skills to deal with money and bonding procedures
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to acquire and maintain through employment and requisite First Aid, CPR, Defensive Tactics and Blood borne/Airborne pathogen qualifications or certification during the normal training cycles

- Must have skills in analyzing and evaluating information accurately and following policy and procedures; handling sensitive and confidential matters; establishing and maintaining effective and cooperative working relations with others
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

- Ability to use visual and auditory skills to operate control room(s)
- Ability to learn to operate a computer for documentation, recording, tracking
- Ability to physically restrain an inmate
- Ability to assist disabled inmates in showering and other personal needs
- Ability to lift up to 60 pounds from ground to waist
- Ability to stand and walk up to four hours at one time, and eight or more hours total per day (pod and booking duty), also sit up to four hours at one time and eight or more hours total per work day.

The employee may occasionally lift and/or move up to (60) sixty pounds. If an item is above (60) sixty pounds, lifting shall be done by two or more County staff members. Under medical emergencies, staff are required to render aid, under security emergencies the staff may be required to forcefully remove a person from a situation whether defensively or offensively.

Work Environment/Conditions:

Performs work indoors (approximately 70 percent) and outdoors (approximately (30%) thirty percent). These percentages may vary depending upon work assignments and situations. Employee may be exposed to temperature extremes depending on weather conditions. Employee is exposed to intermitted high noise levels, such as sirens, gunfire and loud voices. Employee may be exposed to vibration of body on an intermitted basis form shotgun, off-road travel, or a physical confrontation. Employee may be exposed to the following hazards: Physical confrontations, driving hazards, high-speed chases, animals, gunfire, rescue attempts in difficult terrain, and remote possibility of hazardous material spills. Employee may work on even, carpeted, tiled floor, concrete or asphalt surfaces, including inclines or ramps, catwalks or scaffolding stairs, and ladders.

Employee may be exposed to exhaust fumes, human and animal odor, dust and mist. Employee may work alone, with or without directions, with one or two other people, and at times, may work with a large group of people. Employee must work mandatory overtime. Employee may be required to take some job-related courses. Employee may be required to travel. Employee may be required to work irregular hours and attend job-related meetings.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be construed as an exhaustive list of all duties,

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responsibilities, and skills required for this position. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

***County position requires the following professional skills and abilities as key and necessary elements of performance*. Employees are required to:**

- 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
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

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