



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### ASSISTANT DETENTION ADMINISTRATOR/OFFICER

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<b>DEPARTMENT:</b>	DETENTION CENTER
<b>PRIMARY LOCATION:</b>	TIERRA AMARILLA
<b>SALARY CLASSIFICATION:</b>	[M-05 PER-SCHEDULE]
<b>SALARY:</b>	\$25.28 TO \$30.28 HOURLY / \$52,585 TO \$62,985 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	25 MARCH, 2024

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*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.*

#### **Primary Summary:**

Under general supervision of the Detention Administrator, will adhere to all approved County policies, procedures and regulations, will maintain a clean, healthy, and safe work environment so as not to endanger self or others, performance evaluation as needed if performance is unsatisfactory, will be responsible and accountable for property assigned to you and will have inmate custodial duties.

#### **Duties and Responsibilities:**

- Responsible to the detention administrator for the overall day functions safety, security, and effective and efficient operations of all sections and areas of the detention center;
- General responsibilities include and involve the coordination and cooperation of all personnel to ensure effectiveness and efficiencies and to meet budgetary limits or requirements, yet maintaining a cohesive operation vital to the security of the inmates, the safety of the personnel, and the general public;
- Establishes staffing patterns and prepares work scheduled for all personnel who involve the general supervision of the kitchen, Detention officers, in custody inmates, transport personnel, and all related or interrelated personnel;
- Devises, sets up, plans or initiates in-house training programs for new and existing personnel to meet new or changing requirements; as necessary, contact outside persons with expertise in the various fields to conduct or assist in setting up such programs;
- Makes periodic rounds of pods and cells, kitchen, and other areas of the detention facility as to the cleanliness and factors which might indicate the need for changes;
- Checks booking methods of new prisoners to include property checks, incarceration,



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- and all related matters;
- Checks kitchen menus, food preparation, and equipment to ensure that they meet health regulations
- Coordinates and Cooperates with other law enforcement agencies and judiciary agencies as necessary;
- Deals with verbal and physical abuse from inmates;
- Assists in gathering Information for budget preparation;
- Creates ways and menus to control costs while increasing efficiencies;
- Screens new applicants and assists in their selection;
- Makes background checks on applicants;
- Performs legal research as assigned;
- Coordinates with County Manager, Commission, Personnel office, and others if necessary;
- Assists detention officers and others in the event of emergencies;
- Prepares a variety of statistical information, charts, etc.
- Performs inmate custodial duties; dealing with inmates daily;
- Performs other duties as assigned by the detention Administrator.

#### **Minimum Qualifications:**

- Shall maintain a valid New Mexico driver's license
- High School Diploma
- Successful completion of thorough background investigation;
- Must not have been convicted of a felony;
- Knowledge of traffic laws and regulations;
- Ability to communicate verbally and in writing with personnel and inmates
- Ability to understand and communicate English;
- Ability to understand and communicate in Spanish;
- Law enforcement or correctional, with supervisory or management experience required;

#### **Recommended Qualifications:**

- Previous business administration or management preferred;
- Broad Knowledge and experience in the operations of a correctional facility or law enforcement operations;

#### **Knowledge, Skills and Abilities:**

- Knowledge of traffic laws and regulations;
- Law enforcement or correctional, with supervisory or management experience:
- Ability to act independently and conscientiously using sound judgment;
- Ability to maintain confidentiality;
- Ability to handle multiple tasks and meet deadlines;



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- Sound judgment in determining the level of incarceration for each inmate and in responding to emergencies;
  - Will have inmate custodial duties

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

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

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

Performs work indoors (approximately 70 percent) and outdoors (approximately 30 percent). These percentages may vary depending on work assignments and situations. Employee may be exposed to temperature extremes depending on weather conditions. The employee is exposed to intermittent high noise levels, such as sirens, gunfire and loud voices. Employee may be exposed to vibration of body on an intermitted basis from shotgun, off-road travel, or a physical confrontation. Employee may be exposed to the following hazards: Physical confrontations, driving hazards, Employee may work on even, tiled floor, concrete or an Employee may be exposed to exhaust fumes, mace or pepper spray, pepper ball dust, human and odor, dust and mist. 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. Employee will have inmate custodial duties.

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#### **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



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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](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

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