



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### DETENTION OFFICER SUPERVISOR

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<b>DEPARTMENT:</b>	DETENTION CENTER
<b>PRIMARY LOCATION:</b>	TIERRA AMARILLA
<b>SALARY CLASSIFICATION:</b>	D-09 PER-SCHEDULE
<b>SALARY:</b>	\$24.75 TO \$29.56 HOURLY / \$51,480 TO \$61,480 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>MAY 10, 2024</b>
<b>POSTING DATE:</b>	MAY 07, 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 Supervisor/Director or designee, the selected candidate will be responsible for the supervision of detainees within his/her assigned area. Employee will maintain order and security through fair and impartial application of Detention Center policies and procedures and accepted security and supervisory practices. Employee will maintain the highest level of security possible while ensuring safe and humane treatment of all detainees including protection of their rights within the facility and will assume the duties to perform essential duties and responsibilities.

#### **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 from 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 finger printing and photographing of prisoners
- Inspects pod and jail cells to insure cleanliness/orderliness
  
- Determines mode of incarceration as to maximum, medium or minimum security
- 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



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Center via TV cameras

- Forward telephone calls to appropriate parties
- Contact appropriate personnel in the event of an 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 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 the Administrator, Assistant Administrator or Supervisor/Designee
- Maintains confidentiality of all privileged information
- Contributes to a team effort

#### **Minimum Qualifications:**

- High School Diploma or GED required
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

#### **Recommended Qualifications:**

- Must listen and understand verbal and written directions
- Must communicate verbally and in writing with co-workers and inmates
- Sound judgement in determining level of incarceration for each inmate and in responding to the emergency situations
- Must have knowledge and obey all traffic laws and regulations
- Must have basic math skills to deal with money and bonding procedures

#### **Preferred Qualifications:**

- Ability to use visual and auditory skills to operate control room(s)
- Capable of learning to operate a computer for documentation, recording, tracking
- Experience in physically retraining of an inmate
- Experience in assisting disabled inmates in showering and other personal needs
- Capable of standing and walking up to four (4) hours at one time, and eight (8) or more hours total per day (pod and booking duty), and also sit up to four (4) hours at one time and eight (8) or more hours total per day



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

- Ability to listen and understand verbal and written directions in English
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to acquire and maintain certificate(s) through the following training certificates; First Aid, CPR, Defensive tactics and Blood borne/Airborne pathogens
- Ability to handle multiple tasks and meet deadlines
- Ability to effectively communicate in writing and orally with co-workers and inmates
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to complete and pass the County defensive driving class and requirements
- Knowledge and sound judgement in determining level of incarceration for each inmate and in responding to the emergency situations
- Skills in handling sensitive and confidential matters; establishing and maintain effective and cooperative working relations with others

#### **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 sixty (60) pounds, sometimes from ground to waist. If an item is above sixty (60) pounds in weight then two or more County staff members will team up to lift the object.

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

Work is performed indoors (approximately seventy (70) percent) and outdoors (approximately thirty (30) 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 intermittent high noise levels, such as sirens, gunfire and loud voices. Employee may be exposed to vibration of body on an intermittent basis from shotgun, off-road travel, or a physical confrontation. Employees 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. Possible exposure to exhaust fumes, human and animal odor, dust and mist. Employee may work alone, with or without directions or with one or two other employees and at times with a large group of people. Employee must work mandatory overtime. Requirements to attend meetings, complete job-related training courses, traveling and irregular work hours.

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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.

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#### **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*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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