



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE: Detention Officer

DEPARTMENT: Adult Detention Facility

CLASSIFICATION: Classified

PAY STATUS: FLSA Non-Exempt

PAY RANGE: \$17 per hour.

DEADLINE TO APPLY: OPEN

JOB SUMMARY:

The mission of the Detention Facility is to provide a safe and secure environment for both staff and inmates under the principles of direct supervision. Maintains inmate security including enforcement of rules, prevention of escapes and escorts prisoners.

DUTIES AND RESPONSIBILITIES:

1. Assist in the searching, booking, fingerprinting and photographing of inmates, and other procedures that are involved in the initial processing of inmates.
2. Responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail.
3. Maintain direct supervision of inmates for accountability to prevent disturbances, assaults, or escapes.
4. Regardless of the setting, officers must maintain order within the institution, and enforce rules and regulations. Ensure that inmates are orderly and obey rules.
5. Search inmates and their living quarters for contraband like weapons or drugs.
6. May be required to settle disputes between inmates, and enforce discipline.
7. Periodically inspect the facilities, checking cells and other areas of the institution for unsanitary conditions, contraband, fire hazards, and any evidence of infractions of rules.
8. Inspect locks, window bars, grilles, and doors for signs of tampering.
9. Provide or arrange for personal grooming of inmates and supervise sanitation practices.
10. May be required to inspect mail and visitors for prohibited items.
11. Maintain logs and write reports as required by supervisor.
12. May be required to transport inmates, and to supervise inmate work detail.
13. Perform other job related duties as assigned.

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WORK SCHEDULE

-12 hour shifts (6 am to 6 pm) (6 pm to 6 am) 4 days on 3 days off and 3 days on and 4 days off. The shared day off is Saturday. (Meaning every other Saturday off)

PERA RETIREMENT

-See Human Resources Department for details

INSURANCE (Available)

Employer contribution: 100%; Employee contribution 0%

- Medical
- Dental
- Vision
- Life Insurance
- Disability

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma or GED certificate required.
- One year of experience in the field of corrections or law enforcement is desirable.
- Knowledge of and experience in the operations, services and activities of a corrections and detention facility is desirable.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing in English is required.
- Ability to read and understand pertinent Federal, State and local codes, laws and regulations.
- Ability to analyze hazardous situations in a rational, mature and confident manner and to act effectively.
- Read, interpret, enforce, apply and explain detention rules and regulations, policies and procedures.
- Communicate and interact effectively and professionally with supervisors, other officers, department personnel and the general public.
- Skill in restraint and self-defense tactics.
- Knowledge of correctional institution security and inmate security practices, occupational hazards and standard safety practices.

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LICENSURES AND CERTIFICATIONS REQUIRED:

Valid New Mexico driver's license.

OTHER CODITIONS OF EMPLOYMENT:

- Ability to perform essential functions and adapt to working conditions.
- No history of reckless driving, DWI/DUI or irresponsible driving in the last three years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.
- May be required to work nights, weekends, and holidays.
- May be required to work double shifts.

WORKING CONDITIONS:

- Must be able to sit, stand and/or walk for up to sixteen hours at one time.
- Ability to respond quickly and effectively to emergency situations and use good judgment.
- Ability to think logically and effectively, analyze situations and use good judgment.
- Work is performed mainly indoors and on occasion outdoors.
- Indoor activities are generally performed in a temperature controlled environment, on concrete or tiled surface, which is normally dry. Indoor duties will require the climbing and descending of stairs.
- Work hazards or potential work hazards include; dealing with combative or irate inmates, including any other unknown dangers that can pose a threat inside a Correctional institution.

PRE-EMPLOYMENT REQUIREMENTS:

1. Interview(s)
2. Criminal back ground check
3. Pre-Employment physical and drug test.
4. Tuberculosis Test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant: _____

Date: _____