



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

<b>JOB TITLE:</b>	<b>DETENTION RECRUIT</b>
<b>Department:</b>	<b>Detention</b>
<b>Division:</b>	
<b>Hourly:</b>	<b>D-04 per schedule</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</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.*

### **Primary Purpose:**

Under general supervision of the Supervisor/Director or designee, 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.

*The general level and nature of this position are described in the headings below. 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.*

### **Essential Job Functions:**

- 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;
- In event of emergency, contact appropriate personnel;
- 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.

### **Knowledge / Skills:**

- 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.

### **Minimum Qualifications**

- High school diploma or GED required.
- Successful completion of thorough background investigation.
- Must not have been convicted of a felony.
- 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;
- Must have basic math skills to deal with money and bonding procedures;

## **Working Conditions:**

Performs work indoors (approximately 70 percent) and outdoors (approximately 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. 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.  
Employee will work in an environment where smoking is allowed.

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, 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.

Each and every 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; and,
- 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:**

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.

*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*

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)**