

**LUNA COUNTY**  
**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Court Liaison		<b>SALARY RANGE:</b> 29 (\$31,145-\$38,932)	
<b>DATE POSTED:</b> 04/08/2019 8:00 a.m.		<b>CLOSING DATE:</b> 04/19/2019 5:00 p.m.	
<b>DEPARTMENT:</b> Detention Center		<b>FLSA:</b> ___ EXEMPT    _X_ NON-EXEMPT	
<b>Location:</b> County of Luna		<b>Shift:</b> Mon-Fri 8:00 a.m.-5:00 p.m.	
<b>REPORTS TO:</b> Admin Cpt., Operations Cpt., and Detention Director		<b>BARGAINING UNIT:</b> No	
FT REG _X_ PT REG __ TEMP __ APPOINTEE __ FT TERM __ PT TERM __ AT-WILL __ OTHER _____			
<b>Approved:</b> _____, _____, _____, _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Human Resources</span> <span>Date</span> <span>Department Head</span> <span>Date</span> </div>			

**Summary:** Under direction of the Administration Captain, Operations Captain and Detention Director, performs a variety of work as assigned in a wide range of areas focused on court liaison and record keeping duties, inmate requests, ensures that inmate records are kept updated and current. Insure that inmates make it to their scheduled court appearances, as well as coordinate all paperwork coming from or to the courts.

**Essential Duties & Responsibilities:**

- Must learn, understand, and be able to instruct all facets of the New Mexico court system.
- Supervises and maintains the security and safety of the jail; supervision of the booking and release of inmates; supervises inmate work details and provides supervision during meals; conducts cell searches and head counts; transports and escorts inmates; and facilitates the movement of inmates throughout the facility.
- Works directly with local judicial systems as well as federal law enforcement agencies.
- Processes and administers all inmate requests and grievances.
- Reviews all facility admittances, releases and incident reports from assigned staff for accuracy, completeness, proper grammar, punctuation, and spelling.
- Completes reports and performs other duties as assigned by the Detention Director
- Coordinates and manages the Work Release Program regarding inmates.
- Coordinates and manages Good Time calculations regarding inmates.
- Administers first aid when necessary and refers detainees to the attention of the medical staff as necessary.

**Supervision:** Works under the direction of the Administrative Captain, Operations Captain, Detention Director

**Supervisory Responsibilities:** None

**Education, Certification and Experience:**

High school graduate or equivalent; and at least two years of full time work experience as a detention officer in a detention facility or correctional institute dealing with the adjudication and incarceration of individuals in a confined and controlled environment; or equivalent experience in law enforcement community. Experience working with Municipal, Magistrate, District Courts, bonds, or warrants is desirable. Must have the ability to work with people and work under pressure; must be able to pass a drug screen, physical examination, oral review board and clear a background check that may involve fingerprinting; must have a valid New Mexico Driver's License.

**Language Skills:**

The skill to read, analyze and interpret law enforcement and judicial records, documents; the skill to logically and effectively present information both orally and in writing and respond to questions from supervisors, peers, professionals, inmates and the general public.

**Knowledge:**

Detention operations, services and activities of adult detention standards, policies and procedures, and comprehensive detention programs; laws, regulations and procedures applicable to the operation of holding facilities and victim's rights; NCIC, AFIS, and Offender Management Systems; Federal, State, and local law enforcement agencies, their functions, jurisdiction, and procedural and operational relationship to detention; budget principles and practices; modern supervisory, training and evaluation methods, theories, and practices; and investigative procedures. Computer equipment and software for spreadsheets and databases: statistical analysis, reach methods and report presentation.

**Ability:**

Establish and maintain effective working relationships; analyze problems, identify appropriate solutions and project consequences of proposed actions; provide implementation in support of goals; make sound judgments and use discretion in applying and interpreting policies and procedures and in planning, assigning, directing, and evaluating the work of employees; use logical and creative thought processes to develop written specifications and/or oral instructions; provide leadership and manage and supervise a 24-hour holding facility; comprehend and make inferences from material written in the English language; listen and communicate clearly and concisely, both orally and in writing; recall visual details; investigate incidents; interact effectively with individuals of varied social, economic, cultural and ethnic backgrounds; learn and perform first aid and Cardio Pulmonary Resuscitation (CPR) procedures; recognize unusual medical, physical, or mental conditions of prisoners; learn the use and care of weapons (including firearms), restraint and self-defense tactics; when required, use sufficient physical force.

**Physical Demands:**

The work requires considerable and strenuous physical exertion, such as frequent climbing; lifting objects over 50 pounds; crouching or crawling in restricted areas; and defending oneself or others from physical attack. Heavy physical demands are involved when circumstances with the facility require intervention with inmates including reacting quickly and effectively to physical confrontations and emergency situations; qualify with and safely use department approved and issued firearms and defensive weapons; wear required uniform articles and protective equipment for extended periods of time; work in confined spaces for prolonged periods; see clearly and recall visual details; speak clearly.

**Work Environment:**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

**Applicant Declaration**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing the duties as indicated.

I hereby authorize Luna County to run a complete background check on myself.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**LUNA COUNTY**  
700 S. Silver Avenue  
Deming, NM 88030  
(575) 543-6573 Fax (575) 543-6577

**RELEASE OF INFORMATION WAIVER**

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed. I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth-City \_\_\_\_\_ State \_\_\_\_\_

Other Last Names Used \_\_\_\_\_

STATE OF NEW MEXICO )

) ss

COUNTY OF LUNA )

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

