

LUNA COUNTY
JOB DESCRIPTION

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| POSITION TITLE: Detention Officer | SALARY RANGE: 20 (\$26,208-\$32,734) |
| DATE POSTED: 10/02/2018 8:00 a.m. | CLOSING DATE: UNTILL FILLED |

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|--|---|
| DEPARTMENT: Detention Center | FLSA: ___ EXEMPT <u> X </u> NON-EXEMPT |
| Location: County of Luna | Shift: Any 3(24 hour Operation, 7 days a week, 365 days a year |
| REPORTS TO: Sergeants, Lieutenants, Captain, Director | BARGAINING UNIT: yes |
| FT REG <u> X </u> PT REG ___ TEMP ___ APPOINTEE ___ FT TERM ___ PT TERM ___ AT-WILL ___ OTHER _____ | |
| Approved: _____ , _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Human Resources Date Department Head Date </div> | |

Summary: Under direction of the shift Sergeant, Lieutenant, Captain or Director, performs a variety of work as assigned in a wide range of areas focused on the care, control and custody of inmates housed in the facility. Must be able to work any of the shift positions as the facility is a 365 day, 7 days a week, 24 hours a day operation.

Must maintain confidentiality of departmental business including but not limited to personnel matters, criminal investigations, crime reports, criminal allegations, inmates, victims and suspects to other than duly authorized personnel. Work is performed in confined work areas which require constant awareness in an atmosphere that may be stressful or dangerous with possible exposure to infectious diseases and possible exposure to severe mental or emotional stress.

****NOTE:** Luna County is an Equal Opportunity Employer and does not discriminate against anyone otherwise qualified because of race, age, religion, color, national origin, ancestry, sex or mental or physical disability.

In compliance with the Americans with Disabilities Act, Luna County will consider reasonable special accommodations to any applicant with physical or mental disabilities that would enable applicant to perform the requirements of the position being applied for, provided applicant is otherwise qualified. You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to perform the requirements of the position. If you wish Luna County to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in your position application and offer suggestions for the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS for any County Position. Additional qualifications may be required under POSITION SPECIFIC REQUIREMENTS.

1. High School Diploma or GED certificate.
2. Valid New Mexico Driver's License
3. Able to comprehend, read, write and communicate in English.
4. Able to follow written and oral instructions with minimal supervision.
5. Able to perform essential duties listed.
6. Able to competently and safely use tools and/or equipment and materials as listed and in the position conditions described.
7. Able to comply with County Safety Policy and adhere to Personnel Policy.
8. Able to pass position requirement physical if selected for position.

POSITION SPECIFIC REQUIREMENTS

1. Must be able to pass NMLEA Basic Detention Officer training.
2. Must be able to work any of the shift positions.
3. Able to pass background investigation with **no felony or moral turpitude** convictions.
4. Must be able to prepare clear and comprehensive written and oral reports.
5. Typing ability per essential position requirements.

ADDITIONAL QUALIFICATIONS PREFERRED BUT NOT REQUIRED:

1. Able to communicate in Spanish.

ESSENTIAL POSITION REQUIREMENTS:

Please indicate your ability to perform all following duties or work within position conditions described with a check in the '**YES**' or '**NO**' box.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Typing ability 20 word per minute |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Type correspondence and reports from handwritten, typed, recorded or oral dictation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Operate office equipment including but not limited to communications radio, copier, Electric typewriter, fax machine, computer terminal, postage machine, handheld and desktop calculators and multi-line telephones, communications equipment and controls. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. File and retrieve information promptly and accurately. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Receive and convey telephone and oral messages to other personnel. |

6. Able to attend position-related meetings and seminars that may be out of town requiring irregular hours and reliably report back to supervisor.

7. Able to maintain confidentiality and refrain from discussion of departmental business including but not limited to matters concerning personnel, Criminal Investigations, Crime reports, Criminal allegations, inmates, victims and suspects to other than duly authorized personnel.

8. Have a Basic knowledge of contents of the Standard Operating Policy of the Department and applicable New Mexico Statutes and be governed thereby.

9. Able to accurately and promptly file, log and maintain a variety of records including time sheets, vehicle records, dispatch logs, booking and release logs and other related records.

YES NO

10. Receipt, record and convey financial payments to the proper personnel in an accurate, prompt and discrete manner.

11. Able to work effectively in confined work areas and maintain constant awareness.

ADDITIONAL REQUIREMENTS:

(Position related requirements NOT falling within ESSENTIAL category)

YES NO

1. Research records and reports within department as requested.

2. Greet, assist and direct visitors in a courteous and efficient manner.

3. Enter, retrieve, correct and maintain information and reports from computer system.

4. Maintain, requisition and receive general office supplies and other departmental needs as directed.

5. Compose, write and distribute memos, directives and notices as required.

6. Any tasks assigned by administration.

FUNCTION ANALYSIS

Mental Functions

YES NO

1. Capable of observing and noting small relevant details.

2. Sort, alphabetize, file and/or distribute written material.

3. Proofread typed material for grammatical and spelling errors.

- 4. Able to maintain high level of concentration, speed and accuracy with repetitious material and frequent distractions.
- 5. Able to quickly determine proper source of information and take appropriate action using sound reason and judgment.
- 6. Able to work effectively in an atmosphere that may be stressful or dangerous.
- 7. Able to communicate effectively in a wide variety of situations.

Physical Functions

YES NO

- 1. Sit two hours at a time with arms bent, up to eight hours daily.
- 2. Lift or carry files, written documents, or office supplies weighing up to 75 pounds.
- 3. Speak and listen to phone callers.
- 4. Crouch, bend and or twist 20 to 30 times daily to file or retrieve records or supplies on floor level shelves or cabinets.
- 5. Possess manual dexterity and coordination sufficient to operate typewriter, office equipment, security devices and communications equipment.
- 6. Able to propel oneself around work areas to perform assigned tasks.
- 7. May be required to crawl and remain in a prone position in an emergency situation.
- 8. Able to climb ladders or stairs on occasion.

Working Conditions

YES NO

- 1. Primarily work indoors in an air-conditioned building.
- 2. Most areas have vinyl tile over concrete, occasionally wet or greasy, with some carpeted offices.
- 3. Main work areas are approximately 10 ft. by 10 ft. in high security confined area.
- 4. Some background noise of air-conditioners/heaters, typing and equipment fans, telephone, personnel conversations and communications equipment.
- 5. Light from fluorescent lighting with little outside lighting.
- 6. File and supply rooms are located within the department with additional storage facilities in the basement of the Courthouse. Restrooms are off a 3 ft. wide hallway approximately 100 ft from primary work area.
- 7. Exposure to unpleasant odors of poor hygiene from prisoners, cleaning chemicals.

8. Possible exposure to infectious diseases and potential exposure to severe mental or emotional stress.

9. May be required to work alone, with a co-worker or several other personnel.

Equipment, Tools, and Materials

YES NO

1. Computer workstation/computer system with printers.

2. Electronic typewriter, transcribing equipment, desktop calculator, multi-function collating copier fax machine and department vehicles.

3. Multi-line telephone system.

4. Metal and wood filing and storage cabinets, vertical and horizontal.

5. Secretarial type chairs, desks, typewriter stands and computer type desks.

6. General office supplies including file folders, stationary, notepads, staplers, hole punchers etc.

Physical Agility Standards: The Luna County Detention Center has implemented physical agility standards for all cadets employed with the Detention Center. The Standards that are in place, and will be utilized for assessments, are the entry requirements used for new hire screening of applicants seeking employment as a Detention Cadet. The physical agility standards are as follows:

1-mile run—15:00 minutes

300-meter run—75 seconds

Push Ups—18 minimum (1-minute time limit)

Male- 18 minimum, but should give maximum effort

Female-18 minimum (may switch to a “modified pushup” after pushup #5)

Sit Ups--- 20 minimum, but should give maximum effort (1-minute time limit)

- Cadets that fail to meet the minimum requirements of any part of the assessment will be given one (1) additional opportunity to successfully pass.
- The minimum physical agility standards will remain the same, however each cadet will be expected to show improvement each week.

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 these duties as indicated.

Signature _____ Date _____

Luna County

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700 S. Silver Ave

Deming, NM 88030

575-543-6571 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 file, 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 _____ 2017, by

_____.

Notary Public

My Commission Expires

