



Human Resource Division

Eileen J. Sedillo

Human Resource Supervisor

Chris A. Najjar
Chairman - District 5

Janice C. Varela
Vice-Chair - District 2

Rock G. Ulibarri
Commissioner - District 1

Arthur J. Padilla
Commissioner - District 3

Maria L. Martinez
Commissioner - District 4

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the Full-Time Classified Position of Detention Officer within the San Miguel County Detention Center.


CORRECTIONS POSITIONS RANGE I:

Salary: \$22,000.00 - \$25,000.00

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National Ave., Suite 202, Las Vegas, NM 87701 or logging on to San Miguel County's Web Site at www.smccounty.net. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any or all applications.


Vidal Martinez, Ed. D., County Manager


Date


Eileen Sedillo, Human Resource Supervisor


Date

Published: _____, 2018

**JOB DESCRIPTION
DETENTION OFFICER**

GENERAL STATEMENT OF DUTIES:

Under the direction of the Assistant Warden/Chief of Security, Lieutenant and Shift Sergeant. Maintains security within assigned areas of a Correctional Facility. Must be able to follow Policies/Procedures and follow written Post Orders essential in performing duties.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

Patrol designated areas of the facility, screen traffic to and from specific areas, staffs Control/Housing Unit Control Centers or other assigned posts, ensures that Inmates(s) comply with standards of personal care and grooming, takes periodic count in housing units, maintains order in area of responsibility; reports unusual conditions, disturbances, or indications of potential disorder to supervisors; counsels prisoners regarding personal matters and Jail regulations; inspects visitors, Inmates, and quarters for contraband, prevents escapes and assists in transports of Inmates(s); prepares reports; performs related duties as required.

EDUCATION AND EXPERIENCE:

High School graduate or equivalent (GED)

Must possess a valid New Mexico Driver's License

Must complete/pass a background investigation and pass a physical examination and safety sensitive position drug screen.

SKILLS AND ABILITIES:

Must be able to complete Basic Corrections Course and obtain and maintain appropriate certification required to perform job duties.

Familiarization with the typing keyboard and ability to learn and utilize a computer.

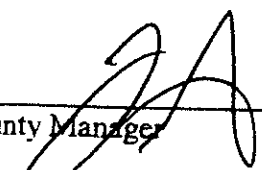
Ability to analyze hazardous situations in a rational, mature and confident and act effectively.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

Work close quarters with other department personnel and resident population. Potential danger of personal injury.

Shift assignments subject to change. May work rotating shifts, will work irregular hours.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS:



County Manager 8/17/04
Date



Supervisor 08/17/04
Date

Employee Date