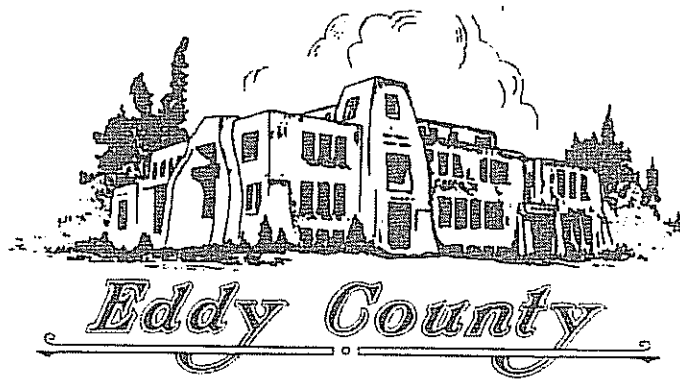


**Eddy County  
Board of Commissioners**

Lewis Derrick  
Tony Hernandez  
Guy Lutman  
Roxanne Lara  
Jack Volpato



Kenney L. Rayroux  
Human Resources Director

101 W. Greene Street  
Carlsbad, New Mexico 88220  
Phone (575) 887-9511  
1-800-882-0822  
Fax (575) 887-1039

January 19, 2012

### **Detention Officers**

Eddy County has full-time positioned openings for Detention Officers at the detention facility located in Carlsbad, NM. Employment record must reflect safety awareness, job stability, above-average attendance and good personal work habits. Detention officer experience preferred. Minimum qualifications: must pass written exam, physical exam, drug screen, polygraph exam, and background investigation; must possess or qualify for a valid NM driver's license with no DWI's and no more than two moving violations within the past three years; must pass the certification course within one year of hire, and must pass a defensive tactics course. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned. Starting salary \$15.19 to \$16.77 per hour DOE. EOE M/F V/D

**Excellent benefits** - paid vacation, sick leave and holiday pay; PERA retirement; health insurance paid at 100% for full-time employees and at 60% for their dependents.

Detailed job specifications and applications may be obtained at the Department of Workforce Connections, on the Internet at [www.co.eddy.nm.us](http://www.co.eddy.nm.us), or from the Eddy County Human Resources Department located on the second floor of the Administration Complex at 101 W. Greene St. in Carlsbad.

**CLOSING DATE: February 6, 2012 5:00 p.m**

## **POSITION SPECIFICATIONS**

POSITION TITLE:	<b>Detention Officer</b>
DEPARTMENT	Eddy County Detention Center
SECTION:	ADC/JDC
REPORTS TO:	Sergeant - Lieutenant
WAGE LEVEL:	Grade 44
STARTING SALARY WAGE:	\$15.19 – \$16.77 DOE
DATE JOB ANALYSIS COMPLETED:	June 1996
DATE JOB ANALYSIS REVIEWED:	March 2011

## **JOB SUMMARY**

Supervise and monitor behavior of residents, coordinate and cooperate with law enforcement agencies and judiciary agencies as necessary. 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. Employee may transport prisoners to court and other appearances. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meeting, and perform other duties as assigned.

### **Minimum Qualifications**

1. High School diploma or GED certificate. Detention officer experience preferred.
2. Vision correctable to 20/20.
3. Successful passage of physical exam, aptitude tests, psychological test, polygraph, background investigation and CBSA test.
4. Must have no felony or domestic violence convictions or misdemeanor convictions involving moral turpitude.
5. Must possess or qualify for a valid NM driver's license with no more than two moving violations and no DWI's within the past three years. **Must provide a current driving record from issuing state.**
6. Ability to follow directions and orders and communicate in English.
7. Must successfully pass the 40-hour Detention Officer Certification course within one year of hire.
8. Must pass a Defensive Tactics course or a similar course within one year of hire.
9. Must have no illegal drug use in the last three years.

10. Ability to perform the essential duties as listed below in the working conditions with the tools, equipment and materials.

### Essential Duties

Attendance is an Essential function of this position. Please review each item and determine if you are capable of performing that duty.

1. Supervises and monitors behavior of residents. (100%)
2. Plans and performs a wide range of detention duties to insure the proper booking and incarceration and safety of persons committed to the Eddy Detention Center. (21%)
3. Works from training, education, instructions, directions of supervisor, and overall policy to receive and detain incarcerated persons. (21%)
4. Processes incoming prisoners by completing booking sheets, pat and strip search, personal history, medical screening, and other essential data for the proper care and incarceration. (20%)
5. Inspects the jail to insure cleanliness and orderliness. Records any pertinent conditions during periodic patrols of pods and cells. (7%)
6. Performs fingerprinting and photographing of prisoners. (5%)
7. Sees that new prisoners receive baths and clothing, and responds to additional personal needs in accordance with policies. (5%)
8. Periodically works in control room to keep constant watch on all sections of the detention center via TV camera. In event of emergency, contact appropriate personnel. (5%)
9. May transfer prisoners to court and other appearances. Serves as escort for visiting lawyers and others. Escorts inmates to various sections of the detention center, including kitchen or recreation room. (5%)
10. Coordinates and cooperates with other law enforcement agencies and judiciary agencies as necessary. (5%)
11. Appropriately distributes medications prescribed by doctor to prisoners, complete appropriate documentation, and enters information into computer. (2%)
12. Assists in processing various bills and documents and assists in bonding. Records all monies and personal items for storage. Obtains required signature from inmates for personal items. (2%)

13. Search inmates and their cells and restrains when necessary. (2%)

### **FUNCTION ANALYSIS**

Please review each item and determine if you are capable of performing that function.

1. Must be able to listen and understand verbal directions in English. Must be able to read and understand written directions in English.
2. Must be knowledgeable of all rules, regulations, policies, procedures and guidelines.
3. Must be able to communicate verbally and in writing with co-workers.
4. Must be able to communicate with inmates.
5. Must use sound judgement in determining level of incarceration for each inmate and in responding to the emergency situations.
6. Must be able to use visual and auditory skills to properly operate in control room.
7. Must possess basic math skills to deal with money and bonding procedures.
8. Must be able to learn to operate a computer for documentation and recording purposes.

### **Physical Functions**

1. Ability to buddy carry an inmate in case of emergency. Must be able to physically restrain an inmate when necessary. Must be able to assist a disabled inmate in showering and other personal needs.
2. Ability to lift up to 60 pounds from ground to waist level approximately twice daily.
3. Ability to stand and walk up to four hours at one time and eight hours total per day (living pods and booking duty).
4. Ability to sit for up to four hours at one time, and eight hours total per day (control room duty).
5. Ability to crouch and kneel for up to five minutes at one time and one-half hour total per day.

#### Detention Officer

6. Ability to bend at waist for up to five minutes at one time and one-half hour total per day.
7. Ability to push/pull a disabled inmate in wheelchair.
8. Ability to work with arms extended or bent for up to four hours at one time, and eight hours total per day (control room duty).
9. Ability to use hands and fingers to grasp/manipulate objects, sometimes in a bilaterally coordinated manner.
10. Ability to use hands and fingers in a fine dexterous manner in operating console (control room duty). This requires eye-hand coordination.

#### **Working Conditions**

1. Both indoors and outdoors. Outdoor duty is required only during inmates' recreational periods.
2. Indoor duty performed in a controlled temperature with exposure to natural weather conditions in outdoor duty.
3. Worker exposed to poor ventilation due to enclosed conditions. May be exposed to unpleasant odors resulting from poor personal hygiene of inmates.
4. Worker performs duties on a flat, hard surface.
5. Worker performs duties alone while on pod and control room duty, worker performs duties as part of a select team while on booking duty.
6. Work hazard include the following: constantly subjected to injury, death, or hostage situations; exposed at times to infectious diseases carried by inmates; constant high level of mental and emotional stress.

#### **Equipment, Tools, and Materials**

1. Computer, typewriter, adding machine, telephone, copy machine.
2. Control panel, computer generator system, fire system, radio equipment.
3. Handcuffs, OC Spray, straightjacket and restraint chair.

Detention Officer

4. First aid equipment, mouthpieces to assist in performing cardiopulmonary resuscitation (CPR).
5. Rubber gloves, flashlight, uniform.

**Applicant Declaration:**

I have read the above Position Specifications and I understand the demands and expectations of the position described and to the best of my knowledge, and believe I can perform these duties.

Signature: \_\_\_\_\_

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

Detention Officer

COUNTY OF EDDY  
101 W. GREENE  
CARLSBAD, NM 88220  
575-887-9511 – fax 575 887-1039

**RELEASE OF INFORMATION WAIVER**

I consent and hereby authorize Eddy County, by means of Eddy County Sheriff's Department, the police departments 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 Eddy 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 investigatory files, efficiency ratings, complaints or grievances filed 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 Eddy regardless of any agreement I may have 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 Eddy County Sheriff's Department, the Eddy County Human Resources Department, the County government, and its employees from any damages or claims which may otherwise result from use or release of such information.

\_\_\_\_\_  
Applicant, Printed \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PLACE OF BIRTH - CITY \_\_\_\_\_ STATE \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

OTHER LAST NAMES USED \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

In witness hereof, I acknowledge that the above and foregoing document was signed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

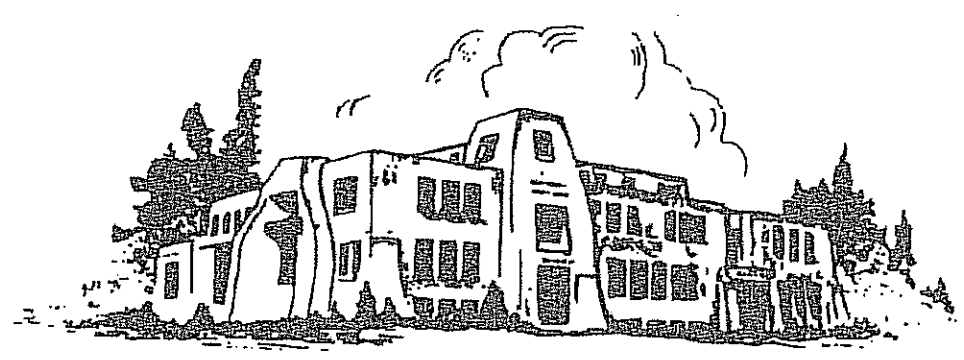
My commission expires:

\_\_\_\_\_  
NOTARY PUBLIC

NAME \_\_\_\_\_ SS# \_\_\_\_\_

POSITION \_\_\_\_\_

**COUNTY OF EDDY**  
**STATE OF NEW MEXICO**



**EMPLOYMENT APPLICATION**

Eddy County will adhere to all federal and state laws governing the provisions of equal opportunity to both employees and prospective employees. Our policy is to hire, promote, develop and compensate individuals without regard to race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or their status as a veteran of the Vietnam Era. You must be able to supply evidence of work authorization and identification if an offer of employment is made to you. Provide all materials required in the posting of the position for which you are applying. Unsolicited and incomplete applications are not accepted.

PERSONAL INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/D

FULL NAME LAST		FIRST	MIDDLE	SOCIAL SECURITY NUMBER	PHONE NUMBER ( )	
STREET ADDRESS:		Number	Street	City	State	Zip Code
MAILING ADDRESS:		Number	Street or PO Box #	City	State	Zip Code
Position Applied For:				Date Available:		
Do you meet New Mexico's minimum legal age requirements for employment? <small>Age verification may be required</small>				(Circle One)	YES	NO
Are you legally able to obtain employment in the United States?					YES	NO
Are you related to anyone currently employed by Eddy County? If so, who? <small>Comments</small>					YES	NO
Have you previously been employed by Eddy County, New Mexico? If so, when? <small>Comments</small>					YES	NO
Are you presently employed on a part-time basis? <small>Comments</small>					YES	NO
Will you work shift work, weekends and overtime? <small>Comments</small>					YES	NO
Do you have any outside business interests? <small>Comments</small>					YES	NO
Have you ever been fired or placed on a "Do not rehire" list by a previous employer? Explain. <small>Comments</small>					YES	NO
Have you used any illegal drugs in the last 3 years? <small>Comments</small>					YES	NO
List any other name(s) under which you have worked:						
List membership in any trade or professional organizations of which you are a member.						
How were you referred?						

NAME:

Begin with present or most recent employer. Provide a minimum of three employment references that includes a minimum of six years work history. Attach additional pages if necessary. Circle yes or no on contact employer question.

EMPLOYMENT HISTORY

COMPANY NAME

ADDRESS

PHONE #

Contact This Employer? YES NO

JOB TITLE

EMPLOYED MO/YEAR

MO/YEAR

SALARY

FROM

TO

START

END

DUTIES

TYPE OF BUSINESS

IMMEDIATE SUPERVISOR

NAME

TITLE

REASON FOR LEAVING

COMPANY NAME

ADDRESS

PHONE #

Contact This Employer? YES NO

JOB TITLE

EMPLOYED MO/YEAR

MO/YEAR

SALARY

FROM

TO

START

END

DUTIES

TYPE OF BUSINESS

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NAME

TITLE

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JOB TITLE

EMPLOYED MO/YEAR

MO/YEAR

SALARY

FROM

TO

START

END

DUTIES

TYPE OF BUSINESS

IMMEDIATE SUPERVISOR

NAME

TITLE

REASON FOR LEAVING

DO NOT complete this section with "See Resume" or other similar notes. This section must be answered for your application to be complete. Incomplete applications are not accepted. You may attach a resume or other relevant information that will assist Eddy County in determining your qualifications for this position.

NAME: \_\_\_\_\_

EDUCATION					
HIGH SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
GRADUATE SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED

OTHER TRAINING / SKILLS		Other schools or training (such as trade, vocational, military, etc.). Provide the name, location, dates, subject matter and type of training received and if a certificate was issued.			
TYPE OF TRAINING	NAME AND LOCATION OF FACILITY	LENGTH OF TRAINING	COMPLETED COURSE		

REFERENCES	Give name, address and telephone number of three references who are not related to you and are not a previous employer. Indicate whether the reference is personal or professional. (professional preferred)
1.	
2.	
3.	

Briefly describe your immediate and long-term career goals: \_\_\_\_\_

**NOTICE -** In making this application for employment with Eddy County, I understand and agree that:

1. Any misrepresentations made by me in this application will be sufficient cause not to hire or cause to terminate my employment;
2. As a condition of employment I am to be governed by all county ordinances, resolutions, rules, policies and procedures;
3. Refusal to submit to search by authorized personnel of my person or property while on county premises is grounds for discharge; and
4. As a condition of employment I must and pass a physical examination, a drug/alcohol test and submit to random tests as perscribed by County policy.

I authorize Eddy County to investigate all statements made in this application. I agree not to hold Eddy County or any of my previous employers or references liable in any matter concerning the information they may provide.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_