



"Unidos Aquí Para La Gente"
Equal Opportunity Employer

Santa Fe County Human Resources

www.santafecounty.org

505-992-9880 - 205 Montezuma Ave SF, NM 87504

Job Title: Sergeant
Department/Division: Corrections/ SFCADF
Salary: \$15.3471/hr - \$23.0207/hr **Range:** 20
Position Status: Full-Time/ Classified
FLSA Status: Covered
Closing Date: May 5, 2008
Job #: 4-028

Primary Purpose:

Under the direction of assigned ranking supervisor performs first-line supervision of corporals and/or subordinate personnel and ensures the Detention Center staff are demonstrating professional conduct and providing a secure, safe, and humane environment for detainees incarcerated in the Detention Center.

Essential Job Functions:

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.

- Assures that appropriate training is received by subordinate personnel; makes personnel action recommendations; and conducts employee evaluations.
- Reviews release and booking paperwork to ensure that it is complete and in the proper order. Coordinates the movement and/or transportation of detainees, i.e. movement to and from booking, housing areas, the medical area, programs/classrooms, work areas, etc., and transportation to court, medical appointments, other detention facilities, locations ordered by the court, etc. Performs or supervises visual body searches of detainees in accordance with detention center policy.
- Routinely monitors and verifies that all detainees are fed, clothed, and provided with appropriate personal grooming products, and that all areas are sanitized and laundry is done. Frequently patrols and maintains security of designated areas of the facility and controls traffic to and from specific areas; reports and documents any unusual conditions or potential disorder. Conducts and/or performs counts according to policy and directives of all areas within the detention center. Ensures detention Center staff is adhering to all policies and following proper security procedures. Administers first aid when necessary. Ensures that detainees receive appropriate medical attention either by instructing them in the proper request procedure or ensuring that immediate medical attention of obtained.
- Reviews all reports or other written documentation prepared by self or subordinates for completeness, accuracy, proper grammar, punctuation and spelling. Responsible for abiding by and instructing in proper department and county policies and procedures. Participate in staff meetings by sharing observations and recommendations regarding the facility, participants and staff in order to identify and solve problems and functions as a unified team. Maintain confidentiality regarding employees, and participants. Mediates and solves problems between inmates and subordinate staff.
- Convey employee and inmate complaints to superiors; Instruct employees, and provide on-the-job training; Monitor behavior of subordinates to ensure alert, courteous, and professional behavior toward inmates, fellow employees, visitors, and the public.

Knowledge and Skills:

- Write legible reports in English using correct grammar.
- Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate verbally; react quickly and appropriately to emergency situations.
- Must be computer literate.
- Enforce facility rules and regulations in a positive manner; model professional, creative problem solving behaviors and attitudes for subordinate staff; exercise good judgment and apply constructive attitudes towards detained individuals.
- Must have experience and knowledge of booking, classification, and supervision of high risk inmates.

Minimum Qualifications:

- High School diploma or equivalent plus three years of experience as an officer in a correctional facility.
- Must have current CPR and First Aid certifications.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Adult detention center setting. Work is performed in both an office setting and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, lifting (25 lbs max.), drag up to 175 lbs; must be able to deal effectively and therapeutically with dysfunctional behavior; Must be able to move or re-position up to 10 pounds of materials or objects, occasionally will lift up to 300 lbs by use of buddy lifting or device to move detainees, and assist the disabled with showering or other personal needs. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. May require arduous physical exertion under vigorous and unusual conditions. Manual and finger dexterity required. May be subject to cuts, bruises, scrapes, burns,

broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. Incumbent will be subject to random pat down searches. May be subject to life threatening situations. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources

205 Montezuma Ave. Santa Fe, NM 87504-0276

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.

Revised 04/03/08