



VACANCY ANNOUNCEMENT

Detention Sergeant

NO: 2024-41

POSTING DATE: November 12, 2024

CLOSING DATE: November 26, 2024

DEPARTMENT: Detention Center
REPORTS TO: Detention Lieutenant

SALARY RANGE: \$22.27 - \$27.04/hr
FLSA STATUS: Non-Exempt

JOB SUMMARY: The Sergeant is the shift supervisor reporting directly to the Lieutenant or other assigned supervisor. The Sergeant is responsible for keeping the facility and the inmates within federal, state, and other pertinent standards. The Sergeant manages the facility and all subordinates and enforces facility policies and procedures. The Sergeant may be assigned to the training academy, in which case the Sergeant will report to the Detention Administrator or designee as required in that position specification summary. The Sergeant may be assigned to other specialty positions as directed by the Administrator or designee.

BENEFITS: Retirement, Medical, Dental, Vision, Disability and Life Insurance.

EDUCATION and/or EXPERIENCE: High school diploma or G.E.D. 18 months experience in directly related correctional work. Minimum qualifications may be modified based on needs of the facility.

Experience Substitution: Two (2) years of college substitutes for one year work experience.

Licenses/Certification: Valid N.M. driver's license with a good driving record. No DWI conviction within the past three (3) years.

Desirable Qualifications: Three or more years in correctional work and supervision of inmates. Bilingual in Spanish/English. One year of general supervisory experience. Complete knowledge of latest detention techniques.

Requirements: Ability to read, write, and understand written and oral instructions in English; must have working knowledge of computers and Microsoft Office; interact with occupants of the County buildings in a professional and friendly manner. Work independently using good judgment and decision-making skills; work well with ever changing priorities and/or situations. Employee must know and understand County Personnel Policy as well as all County and departmental policies pertinent to the position. This position may require some out-of-town travel for training. Must be able to maintain an acceptable attendance record, be punctual and meet established deadlines.

Must be competent in all duties required of a detention officer. Must have ability to deal with situations requiring tact and understanding and exercise good judgment when needed. Must remain alert at all times and be able to react quickly in an emergency situation. Must know safety and security measures for dealing with and transporting inmates. Must be able to maintain control of aggressive detainees and utilize all use of force options. Must have ability to interact with inmates, supervisors, and staff members in a friendly manner. Must have the ability to work with a diverse population. Must be able to write intelligibly and complete reports. Must be able to communicate effectively, both verbally and in writing, including using computers and electronic equipment. Must be able to work with minimum supervision and be self-motivated. Must be knowledgeable and proficient in first aid and two-way radio. Must have working knowledge of federal, state, county and departmental laws and policies pertinent to the position and have demonstrated skill in use of equipment utilized by the facility, as well as CYFD regulations and procedures regarding juveniles. Must be able to direct

subordinates in the operation of the facility and maintain a good working relationship with all detention personnel and the detainee population. Must possess the ability to write clear, concise reports. Must understand the principles and practices of modern detention and protective care methods. Must have a thorough understanding of court rulings and federal, state and local minimum detention standards. Must demonstrate sufficient and adequate mental and emotional stability in order to meet the rigors of a supervisory position.

SPECIAL NOTE: Chaves County is a drug free employer. All applicants for this position will be required to pass a background check and will be subject to post offer, pre-employment drug and physical testing.

INTERESTED INDIVIDUALS APPLY AT: Required application forms are available at the County's Job Posting Board located in the west wing of the County Administrative Center or at www.chavescounty.gov. Applications may be returned to Human Resources in the County Manager Suite at Suite 180, Chaves County Administrative Center, #1 Saint Mary's Place, Roswell, NM 88203, emailed to emma.dominquez@chavescounty.gov or mailed by closing date to Chaves County Human Resources, PO Box 1817, Roswell, NM 88202-1817.

"Equal Employment Opportunity Employer"

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected class.