

DEPARTMENT: SHERIFF

POSITION: DETENTION OFFICER (Part Time)
19 HOURS PER WEEK

LOCATION: GLOBE

JOB CODE: 12-109

REVISED: DECEMBER 11, 2012

CLOSING: DECEMBER 26, 2012

HOURLY SALARY: \$14.32-\$17.45 DOE

Nature of Work: Under general supervision performs work of average difficulty in the custody, control, care and welfare of inmates in County jail facilities; and performs related work as assigned.

Typical Duties: (Illustrative Only) Observes, supervises, and controls inmate activities; performs physical search of inmates and cells for contraband; controls movement and activities of inmates within the facility; takes head counts; maintain Court appointed schedules; physically escort inmates to outside facilities by vehicle or on foot; supervises visitation; books and releases prisoners; checks documentation for completeness and accuracy before releasing inmates; receives and checks property of inmates; escorts and assists medical personnel and distributes medication as required; delivers and collects incoming and outgoing mail; maintains files and logs; prepares reports; performs such clerical duties as answering the phones or ordering supplies; may assist in the training of new employees.

Knowledge, Skills and Abilities:

Some knowledge of:

Law enforcement practices and procedures as applied to jail inmates;

Ability to:

- Read, learn, understand, apply and follow rules, regulations, instructions, jail practices and procedures;
- Direct the activities of prisoners;
- Keep accurate records and make routine verbal and written reports;
- Analyze situations, detect problems and facts;
- Respond to emergencies or stressful situations calmly, quickly and decisively;
- Work rotating shifts;
- Bend, kneel, push/pull, reach above shoulder level, sit, stand, twist, walk, occasionally carry over 50 lbs.; push/pull over 50 lbs.; lift over 50 lbs.; work on ground level and in confined areas.

Minimum Qualifications: High School diploma or GED certificate; must be a U. S. Citizen and have no felony convictions; applicants must have an unrestricted Arizona operator's license upon appointment and must be 18 years of age; must successfully complete a written and oral examination and pass a background screen prior to being appointed.

Gila County is an Equal Opportunity Employer committed to applying the principals of State and Federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin, or disability except in the case of a bona-fide occupational disqualification. Gila County also maintains a work place free of harassment and intimidation.