

MCKINLEY COUNTY VACANCY ANNOUNCEMENT

POSITION: Staff Officer, Female
#MCJ-013

MC-2011-09
Vacancy Announcement

SALARY RANGE: PL-02, \$8.59 pr hr

April 26, 2011
Opening Date

LOCATION: Office of the JDC
Gallup, New Mexico

Open Until Filled
Closing Date

AREA OF CONSIDERATION: Open to All Applicants

The County of McKinley is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness and qualifications **without regard** to race, national origin, political affiliation, religious faith or absence thereof, sex, age, or disability, or any other non-merit factors.

You can contact this office by telephone at 505, 722-3868, Ext. 1011.

HOW TO APPLY: All applications and accompanying documents must be received on the closing date or earlier. All application materials received will remain property of this office and will not be returned, nor will copies be made. Tele-faxed applications will not be accepted. (Office hours are from 8:00 am to 5:00 pm each workday of the week). Applicants must provide the following documents.

1. McKinley County Application for Employment form, MCForm-010 (02/99).
2. Copies of college transcripts; if you wish to substitute related education for experience. Otherwise, education will not be credited.

Applicants must possess (or become eligible for) a valid Driver's License and must have a good driving record for insurance purposes.

Application packages may be mailed or hand-carried to the following address:

County of McKinley - PERSONNEL OFFICE
McKinley County Courthouse Building
207 West Hill Avenue - Third Floor
P.O. Box 70
Gallup, New Mexico 87305

One application package is required for each announcement. **IF YOU DO NOT SUBMIT A COMPLETED APPLICATION PACKAGE, CONSIDERATION WILL NOT BE GIVEN.**

DUTIES: This position is located at the McKinley County Juvenile Detention Center and serves under the general supervision of the Staff Manager. This position is established to provide care, guidance, and to provide for the welfare of juveniles who are being detained prior to or after Court appearance and may occasionally serve as a Lead Staff Officer on an assigned shift to assure smooth continuity between shift changes. This position also provides administrative support for the Director of the Juvenile Detention Center. The incumbent of this position must be a Female employee to work with Female youth. The incumbent is responsible for the enforcement of Federal, State, Juvenile, and local codes, laws, ordinances and statutes which pertain to the proper care for juvenile female youth who have been detained in a secured environment prior to or after a court appearance.

The incumbent is responsible for working with a variety of law enforcement agencies which includes Federal, State, City, County and Tribal entities. Maintains written documentation of behavioral incidents, daily observations of residents, unusual incidents, etc., to assure each shift employee is fully aware of normal or unusual activity. Monitors residents physical locations at all times by performing scheduled head counts. Performs periodic checks of resident living quarters and common areas; conducts "shake down" inspections of residents and/or living quarters per established procedures; and dependent on findings, immediately notifies management, or documents findings. Provides oral reports as necessary. Serves meals; assures proper disposal of trash. Supervises the intake of medication, at the required times, assuring that the medical log is documented; as necessary requests assistance of a nurse or a doctor or as needed, may transport a resident to the hospital for immediate attention. May be required to perform emergency medical services such as CPR, or application of First Aid principles to minor cuts, etc. Supervises and/or participates in recreational/physical education activities of the residents, both indoor and outdoor; supervises residents' visits and assures that all visiting privileges/rules are being followed; supervises scheduled and unscheduled activities and programs; and supervises homework activities. Instructs residents in daily living skills, social skills and work/study habits. Counsels residents in group and individual sessions. Transports residents to the hospital, to court, or to other locations away from the JDC. Assures that security controls are in place at all times. Participates in or leads fire drills. Assures that all fire detection devices and equipment are in proper working order. Operates communication equipment, such as two-way radios, microphone equipment; operates computerized equipment with a keyboard. Responsible for safeguarding of keys and equipment. Responsible for assuring that personal appearance will not be detrimental due to the type of working environment; maintains uniform in a clean and orderly appearance. May be required to physically restrain violent residents, as necessary. May also be required to pursue resident(s) on foot, indoors and/or outdoors. THIS POSITION WILL HAVE A FEMALE STAFF OFFICER WORKING WITH FEMALE JUVENILES, THIS POSITION WILL BE REQUIRED TO WORK A ROTATING SHIFT WHICH MAY INCLUDE HOLIDAYS AND WEEKENDS.

Qualification Requirements: High School Diploma or GED equivalent; plus (NOTE: Incumbent is in a training/Learning capacity and is in the process of acquiring knowledge's, skills, and abilities required)

Certificates/Licenses: This incumbent must possess a valid Driver's License (Class D); must have a good driving record; and must be insurable for liability purposes, is required to attend a 16-hour A-Level Restraint Training Course. Re-certification of this course is required annually. Quarterly refresher training is required, may be required to complete a 40-hour A-Level Restraint Instructor Training Course. Re-certification of this course is required annually, will undergo 80 hours of initial training, 40 of which shall be the State Juvenile Detention Officers Course, will undergo 40 hours of related training, will also be required annually.

Conditions of Employment: Must pass a conditional post-offer of employment Physical Examination, employment Drug Analysis Test, subject to an annual post-employment Physical Examination, incumbent must successfully complete the post-offer employment Background Investigation, subject to a psychological screening exam to determine suitability for the position, subject to NCIC and fingerprint clearance.