

## MCKINLEY COUNTY VACANCY ANNOUNCEMENT

**POSITION:** Correctional Officer I  
#ADC-007

MC-2011-03 re-ad  
**Vacancy Announcement**

**SALARY RANGE:** PL-04, \$10.55 pr hr

August 26, 2011  
**Opening Date**

**LOCATION:** Office of the Adult Detention Center  
Gallup, New Mexico

Open Until Filled  
**Closing Date**

**AREA OF CONSIDERATION:** Open to All Applicants

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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.

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**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

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

**DUTIES:** Serves as a Corrections Officer I in the McKinley County Adult Detention Center and serves under the general supervision of the Sergeant. This position is established to provide care, guidance, and welfare of inmates. Is responsible for the enforcement of Federal, State, Juvenile, and local codes, laws, ordinances and statutes which pertain to the proper care for inmates. The incumbent is responsible for working with a variety of law enforcement agencies, which includes Federal, State, City, County and Tribal entities. Receives receipt and processing residents. Fingerprints, request personal information, and takes receipt of personal possessions. Inputs into a

computerized system pertinent personal information and assures that all established receiving procedures have been followed, provides orientation to detainees. 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 resident's physical locations at all times. Serves meals; assures proper disposal of trash. May 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. Transports residents away from the detention center. 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; computerized equipment with a keyboard. 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 BE REQUIRED TO WORK A ROTATING SHIFT, WHICH MAY INCLUDE HOLIDAYS AND WEEKENDS. THIS POSITION WILL BE REQUIRED TO WORK AS A SHIFT SUPERVISOR.

**Qualification Requirements:** High School Diploma or GED equivalent; plus any combination of college education, training and/or experience in criminal justice work, social work, psychology or a related field, which would equal two (2) years. CPR and First Aid certification preferred.

**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 Adult Detention Officers Course; will undergo, 40 hours of related training, will also be required annually.

**Conditions of Employment:** Incumbent must pass a conditional post-offer of employment Physical Examination; must pass a conditional post-offer of employment Drug Analysis Test; may be subject to an annual post-employment Physical Examination; must successfully complete the post-offer employment Background Investigation; is subject to NCIC and fingerprint clearance.