

Greenlee County is currently accepting applications for full time Detention Sergeant Position in the Sheriff's Department. \$15.06 hourly, non-exempt. Minimum requirements: 1. Two (2) yrs experience as Detention Officer; 2. Must be able to complete a physical assessment (ex. 1½ mile run, specific # of pushups & sit-ups in a minute); 3. Knowledge of general office procedures including computer skills; 4. Able to attend & graduate an ADA or equivalent 7-8 week academy; 5.) Must be able to qualify & maintain department weapons certification; 6.) Must have a valid Arizona Driver's License; 7.) Current employment application on file at the Greenlee County Board of Supervisors Office, P O Box 908, 253 5<sup>th</sup> Street, Clifton, AZ 85533, 928-865-2072, [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: 5:00 p.m., January 19, 2018. It is the responsibility of the applicant to ensure their application is current.

#### Classified Ad

Publish: Beginning now and ending January 17, 2018

Bill To: Greenlee County  
Board of Supervisors  
P O Box 908  
Clifton, AZ 85533

# **GREENLEE COUNTY**

**CLASS CODE:**

## **DETENTION SERGEANT**

### **NATURE OF WORK**

Under supervision of the Detention Lieutenant, the Detention Sergeant shall perform and supervise the duties of Detention Officers and control room operators in the following:

Processes prisoners in and out of jail; insures necessary paperwork is completed; takes head counts; observes conduct and behavior of prisoners to prevent disturbances and escapes. Patrols in and around the jail. Controls movements of prisoners; guards and directs prisoners in transit and during work assignments. Provides for the needs of the prisoners. Coordinates visits of prisoners. Insures prisoner court appearances are scheduled. Fingerprints public upon request. Monitors all sections of the jail. Performs clerical duties and building custodial duties both inside and outside the jail. Receives calls on the telephone, understands teletype, and can operate radios as it pertains to prisoner transport. Ensures proper scheduling of Detention Officers and Control Room Operators.

Monitor cameras; answer telephones; monitor and control facility doors; inventory key sets and equipment; keep accurate logs; monitor alarms; control fire panel; monitor and log perimeter checks.

Ensures that all County Personnel and Department policies are adhered to.

### **QUALIFICATIONS**

Desirable Education, Training and Experience: Two (2) years experience as a Detention Officer. Understands all Merit, County Personnel, and Department Policies. Must be AZ POST weapon certified and must maintain qualification.

Desirable Knowledge, Abilities and Skills: Some knowledge of federal, state and local laws related to jail activities; social sciences as they relate to detention of prisoners; office practices and procedures; radio operations and codes. Ability to direct the activities of the prisoners; evaluate situations and make decisions, often in very stressful and difficult situations; establish and maintain effective working relationships with prisoners, coworkers, subordinates, other agencies and the general public; take and transmit clear and concise messages using good English, diction and clarity; keep records ;make routine reports; type various documents and correspondence; performs duties efficiently; communicate well orally and in writing. Skill in operation of radio, computer, and printer. Work shift work. Be in good physical condition. Must be able to qualify and maintain department weapons certification.

### **SPECIAL QUALIFICATIONS**

Will attend a LEO first line supervisor course prior to completion of probationary period. Must possess a valid Arizona driver's license.

01/2018