



San Miguel County

Human Resource Office

Eileen Sedillo, Director

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

SAN MIGUEL COUNTY DETENTION CENTER

INMATE PROGRAMS OFFICER

IN-HOUSE ADVERTISEMENT

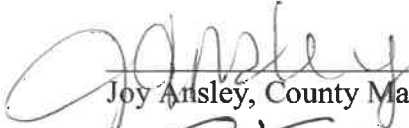
DEFINITION:

Under the direction of the Warden and Deputy Warden, the **Inmate Programs Officer** shall follow established policies, procedures, rules, and regulations. Performs assigned duties in establishing and implementing various programs for inmates while maintaining security within the San Miguel County Detention Center and performs all other responsibilities and duties listed in the job description.

Salary Range: (23) **\$30,437.00 - \$38,047.00**

Status: Full Time Position

Submit a letter of interest and resume to the Human Resource Office no later than Wednesday, **December 18, 2024**. A copy of the job description for Inmate Programs Officer may be picked up at the Human Resource Office and is available on the County's website.


Joy Ansley, County Manager


Date


Eileen Sedillo, Human Resource Director


Date



San Miguel County

DETENTION CENTER INMATE PROGRAMS OFFICER JOB DESCRIPTION

Status: Full Time Position
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Warden and the Deputy Warden, officer shall follow established policies, procedures, rules, and regulations. Performs assigned duties in establishing and implementing various programs for inmates while maintaining security within the San Miguel County Detention Center. This is a safety sensitive position.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

I. Under the supervision of the Deputy Warden, officer is responsible for the establishment, organization, and implementation of all Inmate Programs, grievance and disciplinary procedures: including specialized custody/security/operational processes, as follows:

- a. Religious Programs
 - b. Educational Programs
 - c. Recreational Programs
 - d. Inmate Work/Employment Programs
 - e. AA/NA Programs
 - f. Self-Improvement/Value Based Programs
 - g. Inmate Grievance/Disciplinary Processes
 - i. Inmate Telephone Monitoring System and Processes
 - j. Inmate Court/Judicial System Bonding Processes
 - k. Detention Officer/Inmate Court/Off-Site Transports
2. Coordinates and oversees inmate disciplinary and grievance process, holds inmate disciplinary hearings, answers, delegates and tracks all inmate grievances and appeals.
 3. Maintains security within the assigned areas of the detention facility during Inmate Visitation Programs, Correspondence Processes and Property Process.
 4. Maintains security within the assigned areas of the detention facility during Inmate Intake/Orientation/Inmate Classification Processes for inmates at the San Miguel County Detention Center
 5. Maintains security within the assigned areas of the detention facility during attorney phone calls for inmates, and other classification/records area processes.
 6. Reports to the Deputy Warden and the Warden, specific to various ongoing projects and their progress.
 7. Maintains security within the assigned areas of the detention facility during Inmate Visitation Programs, Correspondence Processes, and Property Processes, including Inmate Visitation Programs.
 9. Maintains security within the assigned areas of the detention facility during any additional special assignments or projects as necessary at the Detention Center

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent (GED)

Some college education desirable

Must possess a valid New Mexico Driver's License

Must pass a background investigation and pre-employment drug screen.

SKILLS AND ABILITIES:

- Familiar with the typing keyboard and ability to utilize computer.
- Ability to analyze difficult, hazardous, and dangerous situations in a rational, mature manner and act effectively.
- Experience in Inmate Security, Operational, Programs, Classification, and Case Management and Records Processes.
- Applying detention center principles, practices, methods and techniques
- Applying the provisions of and ensuring compliance with federal, state and local legislation pertaining to correctional/detention services; New Mexico State Statutes, New Mexico Adult Professional Adult Detention Standards and the Prison Rape Elimination Act (PREA) Standards.
- Applying safety standards and practices for staff, inmates and visitors.
- Obtaining information via interviews and interrogations; and analyzing situations, detecting problems and gathering factual information to effectively obtain and communicate information to ensure inmate safety and officer safety.
- Communicating with individuals in various emotional states, from various backgrounds, and with different educational backgrounds and mental capacities.
- Maintaining a neutral attitude towards all inmates regardless of the reason for their incarceration.
- Remaining alert and responding to emergencies or stressful situations calmly, quickly and decisively.
- Maintaining accurate and complete records, preparing clear, comprehensive, and accurate reports.
- Communicating effectively verbally and in writing and following verbal and written instructions.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

- Individuals must work directly with other department personnel and inmate population.
- Work Environment is a Correctional Detention Center and is a difficult, potentially dangerous environment.
- Individual must possess the physical ability, strength, and stamina to act and work directly within highly volatile, dangerous, and disruptive emergency incident and response situation(s).
- Essential and supplemental functions require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting items of approximately 50 pounds or less; running a minimum of one half mile to respond to calls for assistance, performing self-defense tactics and inmate take downs, as necessary; evaluating inmates and oneself in an emergency.
- Work requires visual and hearing acuity sufficient to perform essential and supplemental duties and to safely interact with inmates.
- Work frequently involves periods of time viewing a computer monitor and operating a keyboard.
- May be exposed to potential physical harm and/or infectious disease when dealing with aggressive or violent inmates, or inmates with medical and mental health issues.
- Operates a county vehicle as necessary to attend meetings, trainings, and perform related job duties.
- Shift work maybe assigned during weekdays, weekends and holidays.
- Mandatory overtime work may be required.

MOBILITY FACTOR:

Walk 25%

PRIMARY WORK POSITION:

Primary work position: Stand 25%, Sit 10%, Bends 10%, Runs 5%, Climbs 10%, Lifts 15%

SPECIFIC MOVEMENTS:

Arms: Reach, and extend.

Lifts and carries objects weighing 25 to 100 lbs. and over.

Legs: Bends, walks, squats, climbs and kneels.

Hands: Gross Dexterity, occasionally, grasp/manipulate, frequent speed required, often- bilateral coordination and continuous eye/hand coordination.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

COMMISSIONERS: _____

COUNTY MANAGER

DATE

HUMAN RESOURCE DIRECTOR

DATE

WARDEN

DATE

EMPLOYEE

DATE

