

## EMPLOYMENT ANNOUNCEMENT

Greenlee County is currently accepting applications for a non-exempt Detention Sergeant position in the Sheriff's Office Detention Facility. Salary will be raised at least 5% for current employees. New hire salary range is \$16.57 to \$23.45 DOE. Duties and qualifications are detailed in the attached job description. A current completed application form **must** be on file with the Board of Supervisor's Office, 253 5<sup>th</sup> Street, Clifton, Arizona by 5:00 p.m. on Tuesday, December 1<sup>st</sup>, 2020. Interview boards will be conducted on December 8<sup>th</sup>, 2020. It is the responsibility of the applicant to ensure that their application is current. A new application must be submitted if the current application on file is over 6 months old.

# GREENLEE COUNTY SHERIFF'S OFFICE

CLASS CODE: Non-Exempt

## DETENTION SERGEANT

### NATURE OF WORK

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

### TYPICAL DUTIES

Instructs, assigns and supervises subordinate staff in the proper performance of their assigned duties, and advises/assists them in their work; conducts shift briefings, and reviews crew activity. Coordinates staff assignments to coincide with courts, med call, and some transportation of inmates. Makes regular and periodic checks and inspections of the area of the Detention Facility for contraband control, security, accountability of inmates and assigned tools and equipment. Ensures the cleanliness, good order and general sanitary conditions throughout the facility are addressed; ensures adherence to policies and procedures. Applies established policies governing the activities of inmates and for carrying out court orders, intake procedures, required records, fingerprinting, searching, and releasing of inmates. Conducts periodic reviews of work of subordinates and their materials, equipment, personal appearance and work methods and procedures. Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by policy, rules and regulations, special or general orders.

Desirable Education, training, and experience: Two (2) years' experience as a Detention Officer or equivalent. Ability to understand Merit, County Personnel, and Department Policies. Must be able to pass AZ POST weapon certification and 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 inmates; office practices and procedures; radio operations and codes. Ability to direct the activities of the inmates; evaluate situations and make decisions, often in very stressful and difficult situations; establish and maintain effective working relationships with inmates, co-workers, 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, printer, and other office equipment. Work shift work. Be in good physical condition.

**SPECIAL QUALIFICATIONS:** Must obtain a first line supervisor certification prior to completing probationary period. Must possess valid Arizona driver's license.