



# COLFAX COUNTY

## Job Posting

<b>JOB TITLE</b>	Staff Sergeant
<b>Pay Status</b>	Exempt
<b>Reports to</b>	Detention Center Warden
<b>Salary</b>	\$32,000.00 - \$49,000.00
<b>Closing Date</b>	Until Filled

### **POSITION SUMMARY:**

Under general supervision of the Warden of the Vigil Maldonado Detention Center of the Colfax County, provides a wide range of working level in detention center duties intended to secure a safe environment for inmates, co-workers and county citizens that visit the facility.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Must be at least 21 years of age.
- Four (4) years' experience in related field, plus (2) years administrative experience including (1) year supervisory experience. (OR a combination of post-secondary education and/or experience totaling two (2) years including 1 year supervisory.)
- Three (3) years' work experience in a professional capacity in corrections, preferable at an adult detention facility. This must include two (2) years working in a management capacity, which demonstrates a knowledge and understanding of business/public administration practices.
- Ability to plan, supervise and work with large staff.
- Ability to express ideas clearly and concisely, in oral and written English.
- Ability to keep comprehensive records and to prepare reports and budgets.
- Ability to interact effectively and professionally with employees, residents, officials, and the general public.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Ensure that facility maintains compliance with state and American Corrections Association standards and practices.
- Prepare reports for official records and information.
- Comply with legal mandates governing all persons under the jurisdiction of the Vigil-Maldonado Detention Center.
- Ensure that medical, dental mental health and psychiatric services are provided to the resident of the Center.
- Provide for all residents of the Center to be treated in a safe and humane manner.
- Plan and recommend long-term goals and performance measures for Vigil-Maldonado Detention Center to the Warden.
- Work closely with, and responsible for maintaining an open line of communication inter and intra departmentally, and with community agencies, adult courts, probation department and other related entities.
- Ensure the development, communication, training and implementation of the Department's Emergency Operations Plan (EOP). Communicate the Department's EOP to all Department's Staff. Train all levels of Department personnel on the EOP. Ensure full participation of all employees and that roles have been established and delegated to lower management. Direct and execute the Emergency Management Procedures for the Department ensuring the safety of all residents and employees.

### **WORKING CONDITIONS:**

Functions of the position are generally performed in a controlled environment. Many functions of the work post a high degree of hazard and uncertainty.

Required to work weekends, holidays and any on call requests.

### **SCREENING AND COMPLIANCE:**

The offer of this Colfax County Position requires compliance with the following:

- Employee must successfully complete employment drug screen and background check, no felony, DWI or Domestic Violence Convictions.
- Must be able to pass a physical agility test.
- Employee must comply and enforce with Vigil-Maldonado Detention Center Safety Policy Requirements, Standard Operating Policy and Procedures of VMDC as well as the Colfax County Policy and Procedures.
- Employee must possess a valid New Mexico Driver's License by employment date and retain a valid license while employed in this position.
- Employee must continue on-going education.

**PLEASE SUBMIT APPLICATION AND RESUME TO COUNTY MANAGER'S OFFICE IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION, OPEN UNTIL FILLED.**

**EMAIL TO [pmendez@co.colfax.nm.us](mailto:pmendez@co.colfax.nm.us), OR VISIT OUR WEBSITE [www.co.colfax.nm.us](http://www.co.colfax.nm.us)**

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