

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-68

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Detention Officer
OPENING DATE: October 20, 2015
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works/Detention
SALARY RANGE: NE-8; \$21,258 Non-Certified (Frozen)

Position Summary:

Under direct supervision of the Detention Sergeant, maintains law and order and provides safety and security to inmates in the Pueblo of Laguna's Detention Facility. Supervises and controls inmates to prevent disturbances, injuries, and escapes. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Supervises, observes, and controls behavior of inmates in the Pueblo's Detention Facility in accordance with established policies, rules, and regulations.
- Prevents disturbances, injuries, and escapes by observing inmate conduct and behavior.
- Maintains discipline and order among prisoners using non-lethal weapons if necessary.
- May be required to physically restrain combative or resistive individuals to prevent harm to the individual, self, to others and maintain security of the facility and to prevent escape.
- Inspects locks, window bars, grills, doors, and gates for evidence of tampering.
- Searches inmates and cells for contraband articles.
- Supervises, controls, and directs inmates in their work assignments.
- Escorts inmates to and from visitation, tribal court, medical appointments, or religious services that may include driving inmates to locations outside the Detention Facility.
- Patrols assigned areas for evidence of prohibited activities, rule infractions, security breaches, and displays of unacceptable behavior. Prepares reports of any incidents.
- Reports observations to supervisor as required.
- Processes paperwork for the receiving and incarceration of incoming prisoners.
- Screens visitors for contraband or weapons.
- Serves inmate meals and provides other services as required.
- Provides 24 hour supervision and observation of suicidal and escape risk inmates.
- Conducts regularly scheduled head counts of inmates.
- Performs CPR or administers First Aid as required in the event of medical emergencies.
- Contributes to team effort and makes individual effort to support the Pueblo's Workforce Excellence Program.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED; must be at least 21 years of age. Certification from a recognized Law Enforcement Academy preferred; must be certified within one year of hire. Current First Aid/CPR Certification preferred.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of applicable laws, regulations, and requirements.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to work as a team member in a structured working environment.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality.
- Ability to work under pressure.
- Ability to demonstrate moral character and desire to help when dealing with people.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES