



**YUMA COUNTY  
RECRUITMENT ANNOUNCEMENT  
DETENTION OFFICER  
SHERIFF'S OFFICE**

13NRContinuous

The County of Yuma does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

**SALARY & CLASSIFICATION:**

**SALARY RANGE:** \$31,562 - \$35,709/YR, DOQ. PAID BI-WEEKLY. THIS IS A NON-EXEMPT POSITION; ELIGIBLE FOR OVERTIME COMPENSATION. **RANGE: 173**

**NATURE OF WORK:**

UNDER CLOSE SUPERVISION, PERFORMS SECURITY WORK OF MODERATE DIFFICULTY IN THE SUPERVISION, CARE, AND WELFARE OF INMATES.

**EDUCATION, EXPERIENCE, CERTIFICATION AND LICENSES REQUIRED:**

HIGH SCHOOL DIPLOMA OR GED EQUIVALENT; MUST SUCCESSFULLY COMPLETE A MINIMUM OF 320 HOURS OF CORRECTIONAL TRAINING. **SPECIAL REQUIREMENTS:** MUST SUCCESSFULLY COMPLETE A BACKGROUND CHECK, PHYSICAL, PSYCHOLOGICAL, POLYGRAPH EXAMINATION AND DRUG TEST PRIOR TO APPOINTMENT; MUST BE 18 YEARS OF AGE; MUST POSSESS AND MAINTAIN A VALID ARIZONA DRIVER'S LICENSE; MUST BE WILLING TO SUBMIT TO RANDOM DRUG TESTING.

**\*\*NOTE TO APPLICANTS\*\***

Applicants will be notified by telephone and/or by mail of testing date, time and location. Please do not arrive more than 30 minutes prior. Testing will begin promptly at the time indicated.

**ANY APPLICANT WHO IS LATE WILL NOT BE ALLOWED TO PARTICIPATE IN THE TESTING PROCESS**

**CANDIDATE SELECTION PROCEDURE**

APPLICANTS MEETING THE MINIMUM QUALIFICATIONS WILL BE PLACED ON AN ELIGIBILITY LIST. OF THESE, THE TOP CANDIDATES WILL BE INVITED TO INTERVIEW WITH THE HIRING DEPARTMENT. THE SUCCESSFUL APPLICANTS WILL BE NOTIFIED BY TELEPHONE AND/OR MAIL OF INTERVIEW DATE, TIME AND LOCATION. THE REMAINING APPLICANTS MAY BE ELIGIBLE FOR FUTURE CONSIDERATION EITHER BY: (1) A FUTURE REFERRAL FROM THIS ELIGIBILITY LIST, OR (2) APPLICANTS MAY REAPPLY FOR THIS POSITION UNDER A FUTURE RECRUITMENT ANNOUNCEMENT. THE ABOVE INFORMATION IS INTENDED TO DESCRIBE THE GENERAL NATURE OF THIS POSITION AND IS NOT TO BE CONSIDERED A COMPLETE STATEMENT OF DUTIES, RESPONSIBILITIES AND REQUIREMENTS.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made. (928) 373-1013 or TDD (928) 373-1013

**APPLY:  
YUMA COUNTY HUMAN RESOURCES – 198 S. MAIN ST., YUMA, AZ 85364  
(928) 373-1013 FAX (928) 373-1153 WEB SITE: [WWW.CO.YUMA.AZ.US](http://WWW.CO.YUMA.AZ.US)**

**APPLICATION DEADLINE: OPEN CONTINUOUS**

**SEPARATE APPLICATIONS REQUIRED FOR EACH POSITION  
COPIES OF AN ORIGINAL APPLICATION MAY BE SUBMITTED  
RESUMES NOT ACCEPTED IN LIEU OF AN OFFICIAL  
APPLICATION. SEE REVERSE SIDE FOR MORE INFORMATION**

# DETENTION OFFICER

## **SUMMARY OR PURPOSE:**

UNDER CLOSE SUPERVISION, PERFORMS SECURITY WORK OF MODERATE DIFFICULTY IN THE SUPERVISION, CARE, AND WELFARE OF INMATES.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*THE FOLLOWING DUTIES ARE NOT INTENDED TO SERVE AS A COMPREHENSIVE LIST OF ALL DUTIES PERFORMED BY ALL EMPLOYEES IN THIS CLASSIFICATION. SHOWN AS DUTIES INTENDED TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES LISTED AND MAY BE REQUIRED TO PERFORM ADDITIONAL, POSITION-SPECIFIC DUTIES.*

INTERVIEWS AND CLASSIFIES INMATES FOR ASSIGNMENT TO CORRECT SECURITY LEVEL; PREPARES AND MAINTAINS DETENTION RECORDS; PERFORMS ROUTINE CLERICAL DUTIES; WORKS WITH DETENTION STATISTICS AND COMPUTER DATA; CONTROLS AND SUPERVISES THE MOVEMENT AND ACTIVITIES OF INMATES; SUPERVISES VISITATIONS; MAINTAINS THE SAFETY AND PHYSICAL SECURITY OF THE FACILITY; CONDUCTS INVENTORIES OF DETENTION SUPPLIES AND COMMODITIES; DISTRIBUTES AND COLLECTS ALL INCOMING AND OUTGOING MAIL; PERFORMS OTHER DUTIES AS ASSIGNED.

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

KNOWLEDGE OF COUNTY POLICIES AND PROCEDURES; KNOWLEDGE OF FEDERAL, STATE, AND COUNTY LAWS RELATED TO INMATES, AND SHERIFF'S OFFICE DETENTION FACILITY POLICY AND PROCEDURES; KNOWLEDGE OF BEHAVIOR PATTERNS OF INCARCERATED PERSONS, TECHNIQUES OF DETAINEE CONTROL, SEARCH AND TRANSPORTATION PROCEDURES, DISCIPLINE AND RESTRAINT PROTOCOLS, AND GRIEVANCE PROCEDURES; KNOWLEDGE OF HUMAN BEHAVIOR AND VARIOUS SOCIAL, ECONOMIC, AND CULTURAL BACKGROUNDS; SKILL IN SUPERVISING ACTIVITIES, AND WRITING AND COMPLETING ACCURATE REPORTS AND OBSERVATIONS; SKILL IN INTERPRETING LAWS AND REGULATIONS, MAKING DECISIONS, MAINTAINING COMPOSURE, AND WORKING EFFECTIVELY UNDER STRESSFUL CONDITIONS AND EMERGENCY SITUATIONS; SKILLS IN INTERVIEWING AND DEALING IMPARTIALLY WITH PEOPLE OF DIFFERENT SOCIAL, ECONOMIC, AND ETHNIC BACKGROUNDS; SKILL IN RESPONDING TO EMERGENCIES AND STRESSFUL SITUATIONS CALMLY, QUICKLY, AND DECISIVELY; SKILL IN FOLLOWING AND COMMUNICATING WRITTEN AND VERBAL INSTRUCTIONS.

## **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:**

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**EOE/AA/HANDICAPPED**