



# YUMA COUNTY

## RECRUITMENT ANNOUNCEMENT

**Position:** Detention Support Specialist  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$19.67 - \$24.58 / hr. D.O.Q.  
**Grade:** 7  
**Close Date:** Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs administrative and office support work of moderate difficulty within the Yuma County Detention Center. This position has department specific responsibility.

**EXPERIENCE & EDUCATION:** High School Diploma or GED equivalent; plus coursework in administrative/office procedures AND three (3) years of administrative/office work experience; OR and equivalent combination of education and experience; preferred typing/keying skill of at least 50 words per minute (wpm).

Must be level "A" ACJIS Network Terminal Operator Certified or obtain certification within six (6) months of hire.

**ADDITIONAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment.

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**  
**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**  
**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**  
**See Reverse Side For More Information**

# Detention Support Specialist

**EXAMPLES OF WORK:** (*Illustrative Only*) Receives and reviews inmate booking forms and other documents received from arresting officers; processes bookings by reviewing, verifying and entering information into the computer system using a variety of data screens; verifies basic information on inmate, such as, name, physical description, and address; enters property information; creates new manual file jackets or updates existing jackets to record all changes in status of an inmate, such as transfers, court dates, release or change in charges; pulls manual file jackets when required for use in court updates and transfer processes; maintains accurate manual or electronic notes and documentation; receives, examines, and interprets court orders and release documents to verify validity of each prisoner release; follows guidelines of legal jurisdiction, court mandates and departmental policy in processing the release of inmates; releases property/monies as needed; schedules inmate visitation; conducts automated criminal history checks on visitors; provides visitors with clear, verbal instructions to direct movement or provides information in accordance with policies and procedures; monitors and assesses activity/movement around the booking/visitation areas on an ongoing basis; reports security violations or emergency situations; receives, formats, composes and types routine correspondence, documents and reports; receives and sends information to and from other agencies and jurisdictions; prepares follow-up correspondence or calls to obtain additional information or to respond to inquiries; checks and completes various records, forms, and documents to maintain accurate information; operates a variety of office machines, security cameras, audio and communication equipment, to include two-way radios; answers routine and extraordinary questions from employees, other law enforcement agencies, and the public by providing responsive, high quality service and information that is accurate, complete and up-to-date; directs callers to the correct person or work group; prepares and processes confidential and sensitive documents; maintains absolute confidentiality of work-related issues, inmate records, and other restricted information; compiles reports and summaries of work; receives funds from the public for inmates' accounts; contacts supervisor, emergency medical personnel or law enforcement officers as needed to respond to situations; monitors that firearms, ammunition and other weapons are secured in a gun locker; may assist with special projects, program assignments, and research studies; regular and reliable attendance is required; performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; business English, spelling, arithmetic, punctuation and grammar; modern office practices, procedures, and equipment; office computer hardware and software applications;

**Skills in:** Effectively dealing with public inquiries; making arithmetic computations with speed and accuracy; maintaining records and preparing reports; handling confidential information with discretion; the operation of various modern office machines/equipment, security cameras, and audio/communication equipment.

**Ability to:** Maintain filing/records systems; work independently with minimal supervision; establish and maintain effective working relationships with supervisors, employees, other agencies and the public; follow written and verbal instructions; communicate effectively verbally and in writing; perform the essential functions of the job specifications with or without reasonable accommodation.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(*Illustrative Only*) Work is performed in a secure detention facility; work a variety of scheduled shifts, weekends and holidays, and irregular hours; work in confined spaces for prolonged periods of time; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, bending, crouching, and/or crawling; visual and muscular dexterity to operate: computer and office equipment, two-way radio and telephone; annual TB skin testing.

**EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE**