

# Morgan County VACANCY ANNOUNCEMENT

**POSITION: DETENTION SPECIALIST/DETENTION DEPUTY (NO POST CERT)**

**DEPARTMENT: SHERIFF**

## Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Morgan County Sheriff Office  
801 E. Beaver Ave.  
Fort Morgan, CO 80701

**SALARY:** \$2693.00 per month and up depending on experience.

Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

**VACANCY CLOSING DATE:** Open until filled

**APPROXIMATE STARTING DATE:** As Soon As Possible

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

## MORGAN COUNTY POSITION DESCRIPTION

TITLE Detention Specialist – No Post Cert. GRADE 5

DEPARTMENT Sheriff DIVISION Public Safety

EXEMPT/NON-EXEMPT Non-exempt REVISED October, 2016

### ESSENTIAL JOB FUNCTIONS:

- ◆ Primary responsibility for facility security by providing direct contact supervision of inmates to include but not limited to interpersonal management, grievances, supervising facility cleaning, trustee control and detention and court shakedowns.
- ◆ Monitor inmate and deputy movement at Satellite and relief of the Master Control Operator, including temporary performance of the Master Control Operator
- ◆ Initial response to disturbances and emergencies such as fire, riot, lockdown, escape, medical needs.
- ◆ Management of juvenile offenders until transportation or placement occurs.
- ◆ Monitor exterior of the facility by foot patrol.
- ◆ Book arrested persons. This includes computer input and searching of those arrested; accepting bonds; and assistance to outside agencies booking persons arrested.
- ◆ Basic report writing and incident reporting.
- ◆ Inmate movement within the facility, to and from court, and outside transport and documentation of those movements.
- ◆ Enforcement of all laws and the rules, regulations, policies and procedures of MCDC.
- ◆ Initial criminal investigation of events that have occurred within the facility to include crime scene investigation.
- ◆ Properly brief relief staff concerning pertinent information concerning facility operations.
- ◆ Basic vehicle maintenance on transport vehicles.
- ◆ Any other duties assigned by the Sheriff or his designee.

- ◆ Computer use, NCIC/CCIC certification, and records management.

### QUALIFICATIONS

- ◆ Minimum of 21 years of age.
- ◆ High school diploma or equivalence.
- ◆ Will complete all assigned training and requirements that have been established by the Morgan County Sheriff's department.
- ◆ Has and maintains a good understanding of correctional Security Procedures and Emergency alert systems.
- ◆ Possess current valid Colorado Drivers License.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700, IS-100, & IS-200 within 6 months of hire.

### PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally\* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent\* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

\*Occasionally: Activity exists less than 1/3 of the time.

\*Frequently : Activity exists between 1/3 and 2/3 of the time.

\*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: