



GREENLEE COUNTY SHERIFF'S OFFICE  
Detention Sergeant

GRADE: 11

Rate of Pay: \$21.48 Beginning  
\$25.78 Mid  
\$30.07 Maximum

**JOB SUMMARY**

Under supervision of the Detention Lieutenant, performs and supervises the duties of detention officers and control room operators in the county jail.

**ESSENTIAL JOB FUNCTIONS**

- Instructs, assigns, and supervises subordinate staff in the proper performance of their assigned duties.
- Advises and assists subordinates in their work.
- Makes regular and periodic checks and inspections of the area of the Detention Facility for contraband control, security, and accountability of inmates.
- Maintain safety and security of the staff, inmates, and detention facility, monitor behavior of inmates, promote acceptable attitude, and conduct, and perform tasks to maintain integrity and consistency of detention facility operations.
- Ensures cleanliness, good order, and general sanitary conditions throughout the facility are addressed.
- Enforces adherence to policies and procedures.
- Applies established policies governing the activities of inmates and for carrying out court orders, intake procedures, required records, fingerprinting, searching, and releasing of inmates.
- Conducts periodic reviews of the work of subordinates and their materials, equipment, personal appearance, work methods, and procedures.
- Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by policy, rules, and regulations, special or general orders.
- Work with other state and regional law enforcement agencies on inmate issues.
- Maintain the integrity, professionalism, values, and goals of the Sheriff's Office by assuring that rules and regulations are followed, and that accountability and public trust are preserved.
- Enforce local, state, and Federal laws and compliance with established facility rules.
- Assure that the facility and equipment are maintained in clean and effective operating order.
- Maintain absolute confidentiality of work-related issues, records, and restricted County information.

- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS**

- Must have a high school diploma or GED.
- Must be 18 years of age.
- Have at two years' experience as a Detention Officer or equivalent.

### **PREFERED QUALIFICATIONS**

- Training applicable to law enforcement supervision

### **LATERAL APPLICANTS**

Applicants may be considered a lateral hire if they meet the minimum qualifications, have graduated from a correction or detention academy and able to show certificate, and have not been out of the career field longer than three (3) years. Years of service may be considered for a potential increased pay rate for applicants who meet the lateral requirements.

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

- Techniques regarding jail facilities.
- Knowledge of inmate rights and the responsibilities involved in maintaining the custody of inmates.
- Organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to supervise and maintain the custody of inmates.
- Ability to supervise and manage staff.
- Implement inmate disciplinary measures.
- Operate law enforcement radio communication systems.
- Think clearly and act quickly in emergency situations.
- Maintain an even disposition when confronted with hostility.
- Follow oral and written instructions.
- Type and operate computer equipment and related software.
- Maintain department records.
- Establish and maintain effective working relationships with other staff and the public.

## **PHYSICAL REQUIREMENTS/ WORKING CONDITIONS**

- Sitting, standing, and walking.
- Speaking, hearing, seeing, and reading. Specifically in English.
- Bending, kneeling, and reaching.
- Twisting, climbing, crawling, crouching, and balancing.
- Wearing protective gear.
- Precise dexterity.
- Physical restraining and running.
- lift at least 50 pounds.

**\*All applicants must complete a Greenlee County Application Form to be considered for employment. Forms can be found at the Sheriff's office, the Jail, or online at <https://greenlee.az.gov/jobs>**