



GREENLEE COUNTY SHERIFF'S OFFICE
Jail Officer I

GRADE: 8

Rate of Pay: \$20.06 Beginning

JOB SUMMARY

Under general supervision, performs duties related to the care, custody, and control of inmates in the county jail.

ESSENTIAL JOB FUNCTIONS

- Basic knowledge of the United States Constitution and the Arizona Revised Statutes.
- Maintain custody and control of inmates according to policies, procedures, and regulations, perform work within scope of authority and training, and make proper decisions using sound judgment.
- Maintain safety and security of the staff, inmates, and detention facilities, monitor behavior of inmates, promote acceptable attitude, and conduct, and perform tasks to maintain integrity and consistency of detention facility operations.
- Supervise inmate activities, maintain continuity and discipline, physically restrain uncooperative and disruptive inmates, intervene to avert fights, assaults, riots, and escapes, and solve problems within scope of authority.
- Provide equal protection and care for all inmates, including nutrition, hygiene, education, court and hospital transport, recreation, laundry, clothing, housing, medical assistance, behavior monitoring, and social interactive discipline.
- Monitor inmates for rule violations and behavioral changes, de-escalate potentially violent situations, and maintain appropriate use-of-force as needed for self-defense, defense of another, and to prevent escape.
- Perform constant inspections and security checks of all facility areas, conduct head counts and area searches, and ensure all areas of the facility are safe, secure, sanitary, and free of contraband.
- Conduct body and cell searches for contraband and inventories, maintain accountability for keys, equipment, tools, and supplies, and account for inmates under supervision at all times.
- Report and investigate disciplinary and behavioral issues and violations of inmate housing and facility rules.
- Assure that the facility and equipment are maintained in clean and effective operating order.
- Enforce local, state, and Federal laws and compliance with established facility rules.
- Update files, records, and event logs, maintain appropriate records, and prepare reports as required.
- 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.
- 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.
- Must be eligible to work in the U.S.
- Must be able to participate in a basic training academy.

LATERAL APPLICANTS

Applicants may be considered a lateral hire if they meet the minimum qualifications, have graduated from a correction or detention academy and are 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.

PREFERRED QUALIFICATIONS

- Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- Techniques regarding jail facilities.
- 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.
- 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 general public.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS

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

APPLICATION PROCESS

- Physical Ability test:
 - 500-yard run
 - Pushups- Min. 20 in a minute
 - Situps- Min. 15 in a minute
- Written test.
- Oral interview.
- Background investigation.
- Medical review
- Pre-employment drug screen.

NOTE TO APPLICANTS

The existence of any of the conditions listed below may result in the automatic rejection from the application process. These areas will be explored during the background investigation.

Drug Use:

- Dangerous Drugs/Narcotics/Vaporous Substances – Illegal use at any time within the past five (5) years. This includes, but is not limited to:
 - Abuse of Marijauna
 - Narcotics
 - Cocaine
 - Crack
 - Amphetamines/methamphetamines
 - Barbiturates
 - Opiates
 - Anabolic steroids
 - LSD
 - PCP
 - Psilocybin (magic) mushrooms
 - Peyote/ Mescaline - Illegal use as described above. (Exception- Bona fide religious ceremonies)
 - Heroin – Illegal use at any time.
 - Production, Cultivation or Transportation for Sale of illegal drugs at any time.

- Abuse of prescription drugs.
- Abuse of synthetic “designer drugs” (drugs that are created so as to avoid the provisions of existing drug laws that produce similar subjective effects to illegal recreational drugs).

Theft or Misappropriation of Property:

- Any demonstrated pattern of habitual theft.
- Any theft while serving in a position of trust.

Felony or Misdemeanor convictions:

- Any felony.
- The nature of misdemeanor crimes may be given consideration.

Fraud or Misrepresentation:

- Any intentional attempt to practice any deception or fraud in the employment application, testing process, or any failure to properly complete the application.

Driving Record:

1. Any pattern or history of traffic violation(s) that would demonstrate inability to safely operate a county vehicle.

Applications can be found at the Sheriff's Office, Jail, or on the Greenlee County website at <https://www.greenlee.az.gov/pdf/employment-opportunities/employmentapp.pdf>. You may also contact the jail at 928-865-4159 to have an application emailed to you. Please submit applications at the Sheriff's Office or Jail or at the board of Supervisor's Office. Applications can be mailed to PO Box 998 Clifton AZ, 85533. They can also be emailed to tattaway@greenlee.az.gov.