



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Intermediate Detention Officer (Temporary)

FLSA: NE

SERVICE: Classified

REVISED: 05/31/06

Summary: Under close supervision, performs security work of routine difficulty in custody, care and control of juvenile inmates/detainees; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Controls and monitors the movement and activities of inmates/detainees.
- Maintains detention records.
- Performs routine clerical duties.
- Works with detention statistics and computer data.
- Provides visitations.
- Conducts inmate/detainee counts to ensure accuracy of total inmate/detainee population.
- Maintains the safety and physical security of the facility.
- Distributes and collects all incoming and outgoing mail.

Knowledge and Skills:

- Knowledge of standard housekeeping practices.
- Knowledge of human behavior and various social, economic and cultural backgrounds.
- Knowledge of search, transportation and restraint procedures.
- Knowledge of practices and procedures as applied to a detention/correction facility.
- Skill in maintaining records and reports.
- Skill in supervising the activities of others.
- Skill in analyzing situations, detect problems and facts.
- Skill in dealing impartially with individuals of various socioeconomic, ethnic, and cultural backgrounds.
- Skill in maintaining a neutral attitude toward all inmates regardless of the reason of their detention.
- Skill in responding to emergencies or stressful situations calmly, quickly and decisively.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND must be accessible by phone at all times; AND valid driver's license; AND must be able to successfully pass drug test, fingerprinting, physical and psychological test and criminal background check prior to appointment.