



ROOSEVELT COUNTY – JOB DESCRIPTION

Transport Officer/Court Monitor JOB DESCRIPTION

Position Title:	Transport Officer/Court Monitor	Exemption Status:	Non-Exempt (hourly)
Job Classification:	Classified Full Time: SPP T1-T12	Probationary Status:	Twelve (12) Months
Department/Office:	Sheriff's Office	Safety Sensitive:	Yes
Reports to:	Executive Assistant	Last Updated:	September 20, 2017

Job Summary

Under limited supervision, transport detainees within the custody of Roosevelt County.

Essential Functions

- Transportation of detainees within the custody of Roosevelt County Detention Center
- Responsible for the safety of detainees while on transport
- Maintain radio contact in accordance with regulations
- Serve as a liaison between other correctional institutions and law enforcement agencies
- Maintain confidentiality and security for special assignments
- Assist detention officers during intake and release of detainees to ensure proper classification and documentation
- Continually be aware of behavior which could affect the welfare of the detainees
- Be aware of surroundings to properly evaluate situations and take appropriate actions
- Assist administration in administrative assignments
- Responsible for maintaining assigned vehicle according to established standards
- Appear as a witness in a court of law, if called upon
- Prepare offense/incident reports, and booking forms if needed
- Screen all persons entering District Court with the exception of Law Enforcement or its entities
- Maintain District Court room security
- Take prisoner in to custody when called upon by District Court Judge

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Qualify and maintain proficiency with firearm, both day and night applications, per DPS Standards
- Complete defensive tactics training
- Complete Taser training
- Complete prisoner handcuffing and restraint training
- Adhere to dress code, uniform is neat and clean
- Represent the County and the Sheriff's Office in a positive and professional manner at all times
- Comply with all County and Sheriff's Office policies and procedures
- Attend regular staff meetings and in-services

Qualifications

- Citizen or legal resident of the United States who has reached twenty-one (21) years of age
- High School Diploma or GED required
- Must possess a valid New Mexico Driver's License

- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to:
 - Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
 - Has not been released or discharged under dishonorable conditions from any of the armed forces of the United States
- Previous law enforcement experience or reserve training preferred
- Veterans preferred

Knowledge, Skills, and Abilities

- Ability to correctly judge situations and determine appropriate level of force to be utilized
- Ability to administer first aid
- Ability to communicate effectively in English, both orally and in writing, and perform basic mathematical functions
- Ability to read and interpret documents such as police regulations, operating instructions, legal documents, and procedure manuals
- Develop and retain knowledge of all traffic laws and regulations
- Ability to accurately read all gauges on tools and equipment, and make correct judgment in operation of equipment
- Ability to accurately estimate distances in order to maintain safety while operating equipment
- Ability to file various reports in an adequate manner, ensuring proper details
- Ability to use good judgment in determining appropriate course of action in more complex situations
- Ability to work independently, with or without direction, with one or two people, or in a large group
- Ability to complete work assignments accurately and in a timely manner

Physical Requirements and Environmental Conditions

- Work irregular hours, including being called in, or required to stay, beyond designated shift assignment
- Work under stressful conditions and under extreme pressures
- Work in varying degrees of temperature (heated or air conditioned), including possible exposure to extreme temperatures depending on weather conditions
- Utilize the following tools and equipment: telephone, radio, patrol vehicle, calculator, camera, copy machine, firearm, flashlight, handcuffs, shackles, first aid kit, fire extinguisher, shovel, flares, reflective vest, bullet-proof vest, and hearing and eye protection
- Manual and finger dexterity
- Hand and eye coordination
- Corrected vision and hearing to within normal range

Other Requirements

- Employee must consent to regular monitoring of driving record for employment and ongoing insurability
- Employee must comply with the safety guidelines of the County
- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, employment verification, and credit check.
- Following a conditional offer of employment, candidates for Transport Officer/Court Monitor will undergo a physical examination by the County’s contracted medical provider.
- Report to work on time and as scheduled
- Participate in performance improvement and continuous quality improvement activities

General Sign-off

The employee is expected to adhere to all County and Office policies, and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee’s Signature

Date



ROOSEVELT COUNTY EMPLOYMENT APPLICATION
CONFIDENTIAL APPLICATION FOR EMPLOYMENT
HUMAN RESOURCES – 109 W. 1st St – Portales, NM 88130 - 575-356-5307

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. Roosevelt County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, ancestry, religion, age or disability in employment. You may make copies of this application and enter different position titles, but **each copy must have an original signature. Resumes will not be accepted in lieu of fully completed applications. Please return application to Roosevelt County Administration Office/Human Resources. Faxed/Emailed applications will only be accepted on a conditional basis. Completion of the application process requires receipt of the original documents.**

LEGAL NAME _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

PHONE _____ ALTERNATE NO. _____

EMAIL ADDRESS (REQUIRED) _____

Are you known to schools, references, or former employers by another name? Yes () No ()

If yes, by what name (s)? _____

PRINT EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING FOR:

Date available for work _____ Expected Salary _____

Are you at least 18 years of age? Yes () No ()

Driver's License _____ Expiration Date _____

State Number

Class A Class B Class C Class D Class E Class M CDL Endorsements: _____

Are you legally entitled to work in the United States? Yes () No ()

***Proof of eligibility will be required upon employment**

EDUCATION

(NOTE: Applicants are required to provide proof of education: i.e., diploma, degree, transcripts, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Did you graduate? Yes () No () GED? Yes () No ()

Type Of School	Name & Locations of Schools	Dates Attended		Semester Hours Completed	Graduated		Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
		From	To		Yes	No			
High School									
College									
Technical									
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)		Date Issued	Issued by (State or Other Authority)		License No.		Location of Issuing Authority (City & State)		

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

Are you related to any employee, elected or appointed official of Roosevelt County (Commissioner, Assessor, Clerk, Judge, Sheriff, Treasurer)?

Yes () No ()

If yes, list the Office and name of relative _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name Address City/State Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I understand that this application, by law, becomes a matter of public record upon submission for consideration. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____
Applicant's Signature **Date**

APPLICANT'S OVERVIEW FORM

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such screening will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form. Please do not reference resume in lieu of providing detail requested below.

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? YES NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? YES NO

CONFIDENTIAL

ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____
Street/PO Box City State Zip

1. Are you a veteran? () YES () NO
If so, what branch and when? _____
2. Are you Male () or Female ()
3. What is your ethnic background? (Please check only one)
() White
() African-American
() Hispanic
() American Indian or Alaskan Native
() Asian or Pacific Islander
() Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
() Newspaper
() Walk in
() Referral by current/past employees
() Telephone inquiry
() Radio / TV
() Internet / Website
() Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? () YES () NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? () YES () NO
If YES, please explain below:

DATE

INJURY

EMPLOYER

DOCTOR
