

**EBMS, Employment Division**  
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## **JOB ANNOUNCEMENT**

**JOB TITLE :** Deputy III - Detentions (CJC)-USE DEPUTY APPLICATION  
**ANNOUNCEMENT NO :** 11125 05/11      **USE DEPUTY APPLICATION ON SHERIFF WEBSITE**  
**DEPARTMENT :** Sheriff  
**OPENING DATE :** Tuesday, May 31, 2011  
**APPLICATION DEADLINE :** CONTINUOUS  
**SALARY :** \$3,355.00- \$5,029.00      Monthly      **BAND :**      10      General  
**STATUS :** Full-time      Non-exempt  
**CRITERIA :** Based on education and experience as specified below.

### **ESSENTIAL JOB FUNCTIONS :**

Performs first-line supervision over assigned inmates. Maintains care, custody, control and strict accountability of assigned inmates. Conducts timely security and welfare checks of assigned inmates and areas of responsibility. Prepares detailed incident reports, ward logs, property supplements, inter-office memorandums and other forms. Responds to inmate questions and provides information on topics concerning the judicial process, facility rules and procedures and referrals to social agencies, if appropriate. Inspects physical area within his or her responsibility and reports safety, security, sanitation, fire or maintenance deficiencies. Communicates with the central control room and other offices via two-way radio, intercom and telephone. Conducts inventories of assigned equipment and supplies and inspects for signs of tampering. Supervises the cleaning of assigned areas. Performs searches of inmates' person, possessions, and quarters. Pursues fleeing suspects or prisoners on foot or vehicle; climbs, crawls, jumps and runs to pursue suspects and protect life; pushes, pulls, lifts or carries persons or suspects/prisoners who may be incapacitated; effects forceful arrest. Monitors inmates' visits with attorneys, bondsmen and other persons. Escorts inmates throughout facility. Collects and distributes all correspondence from and to assigned inmates. Supervises the issuance of inmate meals and eating utensils. Accounts for utensils. Supervises the issuance and exchange of inmate linen and laundry. Graduation from the EPSO Basic Law Enforcement POST Academy required.

### **JOB REQUIREMENTS**

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Must be honest, truthful, trustworthy and possess a high degree of personal integrity. Ability to use office equipment, including computer, typewriter, telephone, calculator, fax machine and copier. Knowledge of federal and, state laws concerning inmate rights and local regulations, ordinances and laws concerning areas of responsibility. Ability to apply common sense when appropriate. Good observation skills and ability to work with criminal element who are dangerous, threatening, demanding and manipulative. Ability to prioritize duties under stressful conditions. Ability to effect a forceful arrest and control the person taken into custody; ability to load and unload both handguns and shotguns in a safe manner; ability to meet the physical demands of the position by maintaining physical condition and fitness; ability to exert 175 pounds of force occasionally and up to 10 pounds of force frequently to carry, push, pull or move objects; ability to climb, crawl, stoop, kneel, crouch, reach, handle, feel, finger, talk, smell, hear and see (20/20 correctable, depth perception, near and far acuity). Must pass polygraph examination and conditional post-offer physical examination. Must be 21 years of age and U.S. citizen.

**\*\*\*\*\*Application deadline for consideration in the 2012-01 Academy is August 15, 2011 at 5:00pm.\*\*\*\*\***  
**\*\*\*\*\*Applications received after that date will be included in the testing process for future academies.\*\*\*\*\***

### **WORK CONDITIONS:**

Work performed in a secure, stressful environment with minimal exposure to window. Some degree of hazard to personal safety with exposure to violent inmates and contagious diseases.

### **LICENSES/CERTIFICATES:**

Valid Colorado drivers license.

Ability to perform the essential functions of the job.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.**

Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603)

**AN EQUAL OPPORTUNITY EMPLOYER**