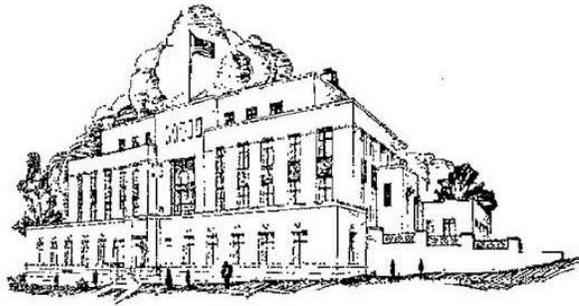


Archie Roybal
Sheriff



Shawn Kelley
Undersheriff

Captain Debra Bisceglia
Jail Administrator

JOB TITLE:	Detention Deputy
DEPARTMENT/GROUP:	Carbon County Sheriff's Office
LOCATION:	Carbon County Jail and Communication Center
DESIRED MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none">1. Education and Experience<ol style="list-style-type: none">a. High school diploma or equivalentb. Detention Officer Certification2. Necessary Knowledge, Skills and Abilities:<ol style="list-style-type: none">a. Skill in operation of and ability to use listed tools and equipment.b. Ability to understand and follow written and oral instructions.c. Ability to communicate effectively verbally and in writing.d. Ability to establish and maintain effective working relationships with employees, other departments and the public.e. Ability to work under pressure, meet deadlines and handle a continual schedule of distractions and inquiries requiring immediate decisions.f. Demonstrate problem solving capabilities.g. Must be able to manage time effectively.h. Must be able to work a rotating schedule.	
TOOLS AND EQUIPMENT USED	
<ol style="list-style-type: none">1. Radio2. All restraints3. Restraint Chair4. First Aid Equipment5. Hand tools6. Intoximeter7. LiveScan Fingerprint System8. DVR Equipment9. Camera10. All Computer Systems11. Telephone12. Fax machine13. Firearms14. Taser15. Pepper Spray16. Copy Machine17. Vehicles18. Calculator19. Riot Control and Cell Extraction Equipment	

PHYSICAL DEMANDS (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job, the employee is constantly required to hear, write, read and to keyboard. The employee may infrequently be required to stand, walk, talk, climb up/or down stairs, reach with hands and arms, climb or balance and drive a vehicle. Occasionally employee may be required to stoop, kneel, crouch, or crawl.
2. The employee must be able to physically control inmates from time to time.
3. The employee is occasionally required to lift and/or move up to Twenty-Five to Fifty pounds (25-50 lbs.). The employee is infrequently required to lift and/or move up to One Hundred pounds (100 lbs.).
4. The employee is required to maintain good physical condition to perform the various aspects of this position.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee constantly works indoors. The employee occasionally works in confined areas, works with others and works around others. The employee is constantly in the physical presence of inmates.
2. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS (The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job, the employee constantly works with time constraints, exercises flexibility and maintains attentiveness duration and intensity. The employee frequently performs routine tasks. The employee infrequently has guidance, reinforcement and co-worker support. The employee is constantly involved in social interactions which constantly require oral and written communications.
2. Memory, reasoning, estimating, problem-solving and judgment are constantly used/required on the job. Mathematics is frequently used/required on the job.

Position Description Approved By:		Date:	
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I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES

Employee Signature		Date:	
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