

The City of Ruidoso Downs is accepting applications for **Full Time Communication/Detention Officers**, \$11.51 hour uncertified and \$12.36 Certified. Full Benefit Package for Full Time position. High School diploma or equivalent required computer and telecommunication experience preferred. Must be able to work rotational shift work. Closing date for applications 01/31/2012. EEOE. For complete job descriptions and applications visit City Hall at 123 Downs Drive, Ruidoso Downs, NM, call 575-378-4422. E-Mail rreynolds@ruidosodowns.us or visit our Web Site at www.ruidosodowns.us.

City of Ruidoso Downs

Communication and Detention Officer

Revised August 16, 2011

Reports To: CDO Supervisor

Definition: A full time position under general supervision, performs emergency communications and police detention functions of the City of Ruidoso Downs on an assigned shift. Non-Exempt FLSA.

Essential Functions: Essential functions, 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.

Tasks: Answers emergency (911) and non-emergency calls for law enforcement and emergency services. Determines call response priority and dispatches necessary personnel, including police, fire and emergency medical employees using two way radios. Assists caller until help arrives. Utilizes coding system to identify nature of calls and responses. Creates and completes cards detailing all police calls. Monitors and records locations and activity of police personnel and logs all radio traffic. Completes and maintains required logs and documentation. Ensures equipment is operational and properly maintained. Ensures facility security.

Enters call information into in-house computer database. Queries, enters and disseminates information from the National Crime Information Center (NCIC) including but not limited to driving records, wanted persons, criminal histories, stolen/lost/missing items. Provides information and assistance to police department employees and walk-in visitors.

Assists with booking detainees into holding facility including completing booking sheets, fingerprinting, searching, and photographing subject. Maintains prisoner log sheet recording checks on prisoners, unruly activity or other incidents or needs. Issues linens and meals. Accepts bail bond money and issues receipts

Performs other duties as needed or assigned.

Working Conditions: Works irregular shifts, may work rotating shifts, night shifts, and/or swing shifts up to and including four 12 hour shifts. May include working weekends, holidays and on call. Noise level could be quiet to loud in work environment. Ability to work in a stressful environment and deal effectively with stress.

Knowledge, Skills, and Other Characteristics:

Knowledge of the Police Standard Operating Procedures Manual and other recognized manuals on police operations and standards

Knowledge of policies, goals and procedures of the Ruidoso Downs Police Department

Knowledge of the basic functions of the police and fire departments and the roles of department personnel

Knowledge of the coding system used to identify various crimes and criminal activities in the State, Federal and department records and dispatch systems

Knowledge of the confidentiality requirements of police records and information

Knowledge of the principles and practices of employee training and supervision

Knowledge of law enforcement principles, methods, technique and practices including communications and custody of persons and property

Knowledge of equipment used in law enforcement communications, including dispatch consoles, two way radios, NCIC computers and teletypes, telephones and personal computers

Knowledge of street names and locations in the City of Ruidoso Downs and surrounding areas

Proficient use of computer programs including advanced keyboarding (use MS Office Excel, MS Word, etc)

Skill in obtaining Communications certification from the New Mexico Law Enforcement Academy
Skill in understanding and interpreting complex statutes, ordinances, regulations, standards and guidelines
Skill in communicating in person and in writing and using a twoway radio
Skill in establishing and maintaining routine working relationships with citizens, outside agencies, businesses and employees

Physical Demands

Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time.

The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture.

Frequently required to sit, talk or hear.

Frequently required to stand, walk, run, use hands to finger, handle or operate objects controls, computer or office equipment.

Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Occasional pushing, pulling, lifting and/or moving up to 25 pounds

Occasional bending or squatting required.

Travel Requirements

Limited travel- occasional ability to travel for activities such as meetings, classes and workshops in and out of the area.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation _____ YES _____ NO

Other Qualifications: High school education. Must obtain New Mexico State Public Safety Telecommunicator Certification within one year of date of hire. Must pass typing skills test.

Signature and Date