



October 15, 2010

#90-10

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT LAW & ORDER
POSITION: DETENTION OFFICER
SALARY: \$13.46 (\$27,996 Annually)
CLOSE: OPEN UNTIL FILLED

DUTIES:

Maintain accurate inmate files, property bags, and most importantly keeps an accurate written daily log. Fingerprints, photographs and books inmate into and out of the Colorado River Indian Tribes Detention Center and enters data into in-house computer. Review all shift reports and daily log from previous shifts to advise on-coming shift of your shift details. Controls inmate activity, coordinates inmate movement and transports inmates to scheduled appointments. Greets and assists attorneys, probation officer, police officer etc., while in the facility. Works cooperatively with Federal, State, County, City and Tribal Police, Court Agencies and provides appropriate services. Investigate all incidents and internal, problems while on shift and take proper action. Regulations are complied with by detention staff, patrol staff and inmates, and that each does not go beyond this area of responsibility without proper authorization. Insure that all security procedures are properly executed. Conduct irregular cell searches and necessary in addition to monthly staff meetings. Serve in the capacity of Court Bailiff for the Tribal Court, if necessary. May be asked to assist patrol division to officiate at social functions, special events, funerals or crime scenes. Other duties may be assigned at the discretion of the Supervisor or Chief of Police to fulfill the department's objectives or goals.

REQUIREMENTS:

Correction Officer certificate desired. If not certified, must attend an 8 week academy for training within one year of hire. Applicant must be 18 years of age, have a valid Arizona driver's license, a high school diploma or GED, and have a home phone. Must pass a written general aptitude test. Must pass a background investigation including a drug screening. Must be able to maintain strict confidentiality in all activity, which occurs within the department of Law and Order.

APPLY AT
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
OR
FOR APPLICATION VISIT: <http://www.crit-nsn.gov>