



## Rio Grande County Sheriff's Office

<b>Job Title:</b>	Detention/Dispatch Corporal	<b>Job Category:</b>	Detention/Dispatch
<b>Department/Group:</b>	Sheriff's Office/Jail	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Del Norte	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	0940/\$18.22 - \$18.94 per hour DOE	<b>Position Type:</b>	Full-time, hourly, non-exempt
<b>HR Contact:</b>	Skip Schoen	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	
<b>Internal Posting URL:</b>	

### Applications Accepted By:

**FAX OR EMAIL:**

(719) 657-2514 or  
humanresources@riograndecounty.org  
Subject Line: Subject Line

**MAIL:**

Sheriff Anne Robinson  
Rio Grande County Sheriff's Office  
640 Cherry Street  
Del Norte, CO 81132

### Job Description

**ROLE AND RESPONSIBILITIES**

Performs inmate supervisory work in jail detention areas. Work leader for jail detention/dispatch staff. Acts in limited supervisory capacity for jail detention/dispatch staff as needed. Coordinates inmate activities including court appearances and cell assignments according to classification. Assists the Detention/Dispatch Sergeant in all areas as directed.

- Responsible for daily operation and security of the Rio Grande County Jail and dispatch.
- Monitors inventory and supplies within the facility.
- Ensures functionality of equipment and computer systems.
- Responsible to train staff members to be proficient in the use of all equipment and programs.
- Obtains DNA samples from subjects as ordered by the Courts and required by law.
- Ensures the medical and mental health needs of the inmates are met.
- Completes booking and release of inmates.
- Assists the Detention/Dispatch Sergeant with filing of released inmate files.
- Performs court ordered and concealed carry fingerprints.
- Conducts inmate transport duties when needed.
- Review and approve or return reports completed by detention/dispatch staff members.
- Make recommendations for improved efficiency and operations.



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- Skilled in dispatch duties.
- Monitor camera systems within the facility as time/duties allow.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must pass an extensive background check.
- Ability to maintain confidentiality of operations and information obtained during the course of duties.
- Minimum 21 years of age.
- High School Degree or GED.
- Must have a valid Colorado driver's license upon employment.
- Current first aid/CPR certification or obtain within 3 months of hire.
- One year of work experience in a jail system requiring daily supervision of inmates.
- Ability to read and comprehend technical procedures.
- Ability to write reports and procedure manuals.
- Ability to effectively present information to a group of managers and answer questions from the general public.
- Ability to add, subtract, and divide in all units of measure using whole numbers, fractions, and decimals as well as to compute rate, ratio, and percent.
- Ability to draw and interpret bar graphs.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to multitask.

### PREFERRED SKILLS

- Colorado POST certification.
- Firearms qualification/certification.
- Basic arrest control.
- College degree in related field of study and/or experience.
- Current first aid/CPR certification or obtain within 3 months of hire.
- Bilingual skills.

### ADDITIONAL NOTES

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

Regularly required to talk or hear. Frequently required to sit; use hands to touch, handle, or feel; reach with hands and arms. Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Must possess the physical ability to run for long periods in pursuit of an escapee if necessary, as well as the agility to apprehend and control the individual once apprehended. Must be trained in the use of communication equipment (phones, radio, intercom), firearms, tactical equipment, slash resistant vest, baton or other striking instrument, restraint equipment, fire control equipment, O.C. spray, TASER, and hand to hand combat. Vision requirements include near sight, far sight, color vision, peripheral vision, depth perception, and ability to adjust focus.



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While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high places, precarious positions, fumes or airborne particles, toxic or caustic chemicals, weather conditions inclusive of extreme cold or heat, and moderate noise levels.

- Must pass a drug test, inclusive of marijuana.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time