

Luna County
Job Description

Position Title: Part Time Surveillance Officer

Posted: Monday, 1/19/15 @ 8:00 A.M., Closes: Monday, 1/26/15 @ 5 P.M.

Letter of Interest and Resume are preferred but not required.

Salaried(Y/N) : N Salary Range: \$18.00 hourly Shift: approximately 19 hours a week Location: Public schools, the participant's home, and the JPO office.	Department: Juvenile Justice Continuum of Services Program: Surveillance Program Supervisor: Chief JPPO, 6 th Judicial District JPPO Office
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Summary: The surveillance officer, under the direct supervision of the Chief JPPO 6th District, is responsible for implementing an evening/weekend Surveillance Program for the purpose of facilitating public safety by monitoring juveniles placed on probation while reducing the need for secure detention. This program is designed primarily to supervise juveniles who need monitoring during the evening hours. While in the program, juveniles will be supervised visually and/or electronically. Drug testing may also be performed. The surveillance officer shall work with the referring agency, school personnel, students and parents. The surveillance officer takes direction from the Chief JPO District 6; however, the 6th Judicial District Court determines that the services performed are satisfactorily. The Luna County Juvenile Justice Continuum of Services Board and Luna County will work closely with the Juvenile Probation and Parole Office to employ appropriate staff.

1. SKILL & ABILITY

Skill in working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; communicating effectively both orally and in writing with diverse parties; maintaining confidentiality; establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; being organized and detailed oriented; filing; typing and entering data precisely; using good telephone etiquette; using common sense; maintaining professional demeanor and composure; and knowing when to seek assistance and collaborate with other staff. Ability to receive and follow directions and apply relevant policies and procedures to assigned work; establish effective and cooperative working relationships in a complex and rapidly changing environment; maintain patience; recognize and appropriately respond to safety and security issues; use conflict resolution or verbal de-escalation techniques; be empathetic, impartial, fair and objective; work effectively with diverse and sometimes difficult clientele; learn quickly and retain information; work as a team member; recognizing important case facts that need to be documented in case file or may need further action; ability to operate program monitoring equipment; deal with conflict and hostile individuals or individuals under the influence of drugs or alcohol; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; organize priorities; provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status; display teamwork, resourcefulness, and ability to adapt to changing work priorities; perform multiple tasks; and speak publicly.

2. ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Maintain a caseload of Adjudicated Youth: Youth shall be referred by the JPO as a result of youth's probation, and shall be on the surveillance officer's caseload until the youth is discharged from the program.

Monitor Youth at Home, School, and other locations: Surveillance Officer shall perform both scheduled and spontaneous site visits to participant's home, school, work or other locations to monitor compliance; track and administer breath or urine drug tests.

Administrative: Document all interactions with program participants; maintain current case files; prepare precise written reports detailing participant program compliance; attend court proceedings; participate and provide input during meetings with JPO staff and other programs; maintain drug testing equipment and supplies, and maintain electronic monitoring equipment and supplies. May participate and attend training; assist in training new employees; participate in community education and outreach related to court programs. The surveillance officer shall also **comply with Luna County's Safety Awareness Program by reading materials made available and signing acknowledgement forms weekly.**

Minimum Qualification Standards:

Education, Certification and Experience:

Education: High school diploma or GED.

Education Substitution: None.

Experience: Two (2) years of experience in social services, probation, as a corrections officer, or work in a related field.

Experience Substitution: Additional post-secondary education in a related field may substitute for experience. Thirty (30) semester hours equals one (1) year of experience.

Other: Valid New Mexico Driver's License, completion of a post offer background check is required.

Must have general knowledge and experience working with children, youth and families. Must be able to pass a background check, CYFD clearance check and pass a pre employment drug screen.

Supervision:

Works under the direction of the Juvenile Parole and Probation Office (JPPO).

Supervisory Responsibilities:

Supervises no one.

Language Skills:

Bilingual preferred

Knowledge:

Knowledge of the principles and practices of Juvenile Surveillance. Knowledge of office, field and safety rules, practices and procedures and enforcement. Knowledge of standard computer software for word processing, spreadsheets, presentations and data management.

3. WORKING CONDITIONS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. The work performed requires travel (valid driver's license required). The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules are flexible; include days, nights, and weekends. The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people. The work requires prolonged use of computers, repetitious hand, arm and finger motions, as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 40 pounds. Travel may also be periodically required for training, meetings and presentations. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This position is funded by The Luna

County Juvenile Justice Continuum of Services Board, Sixth Judicial District Court. Accordingly, the position is subject to the availability of funding.

Applicant Declaration

I have read the above position specifications. I understand the demands and expectations of the position described and to the best of my knowledge have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____

Printed Name _____

LUNA COUNTY
700 S. Silver Avenue
Deming, NM 88030
(575) 543-6573 Fax (575) 543-6577

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name _____ Date: _____

Signature _____

Address _____ City _____ State _____

Social Security # _____ Date of Birth _____

Place of Birth-City _____ State _____

Other Last Names Used _____

STATE OF NEW MEXICO)
) ss
COUNTY OF LUNA)

Acknowledged before me this _____ day of _____ 2015, by

_____.

Notary Public
My Commission Expires: