



COUNTY OF NYE

CLASS TITLE: DETENTION TECHNICIAN

BASIC FUNCTION:

Under general supervision, performs a variety of technical and clerical duties in support of the Sheriff's Office operations; provides information and assistance to the general public in relation to basic policies and procedures of the agency and/or directs them to appropriate staff for additional assistance; and performs related work as required.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Observe activities of individuals within an assigned area of the Sheriff's Office to identify potential security problems, evaluate situations, and take swift and appropriate action, in accordance with established policy and procedures, to ensure the safety of deputies, civilians, inmates and the general public.
2. Assist the public, either in person or on the telephone, by providing information regarding the NCSO operations, policies, and procedures, in accordance with established guidelines and protocols, and/or making referrals to appropriate staff or other agencies.
3. Complete reports, utilizing a variety of informational sources and data collection techniques, and forwards to appropriate staff for processing.
4. Encode a variety of reports, documents and criminal justice records to ensure current information is available to users accessing the system.
5. Maintain activity logs and compile data pertaining to the assignment area; submit periodic activity summaries to supervisors.
6. Draft correspondence in response to complaints and requests for information from inmates, the general public and staff and forwards to appropriate staff for handing.
7. May be required to testify at judicial and administrative proceedings.
8. Observe activities and individuals within an assigned area of the Nye County Detention Facility, through direct visual scan or closed circuit television monitors, to identify potentially security problems and take prescribed action.
9. Monitor cell control panels, audible alarms, fire alarm system, radio transmissions, and other control systems within the facility in order to respond to situations as they occur, in an appropriate and timely manner.
10. Completes all functions related to intake and release of persons incarcerated at the detention facility, to include (but not limited to): booking, fingerprinting, photographing, completing (both electronic and written) required forms, typing fingerprint cards.

Knowledge, Skills & Abilities:

Basic policies and procedures of the overall NCSO operating policies and procedures; Terms and acronyms commonly used in the assigned function; Software utilized in the Central Control section; Radio codes and electronic surveillance and security equipment used by the Central Control section.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination of related training and experience that would provide the required entry-level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes only. It is NOT to be considered a substitute for work performance standards.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises no supervision over other NCSO personnel.

CONTACTS:

General public, inmates and Sheriff's Office personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Must be able to sit, stand, walk, push, crouch, stoop, twist upper body, lift approximately 50 pounds, and distinguish between colors.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Must be willing to work shift work. Must be willing to submit a set of fingerprints. Must complete and submit a personal history statement and pass background investigation. Must be able to sit, stand, walk, push, crouch, stoop, twist upper body, lift approximately 50 pounds, and distinguish between colors. Must possess sufficient hearing ability to discern voice transmissions and alarms. Must be able to work in a confined space.