



COUNTY OF NYE

CLASS TITLE: SUPERVISING DETENTION TECHNICIAN

BASIC FUNCTION:

Responsible for supervising detention technician staff assigned to the Detention Facility; ensures compliance with policies, procedures, and standards; performs duties of a detention technician 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. Oversees the day-to-day operations of detention technicians in the detention facility; coordinates the activities and individuals involved in those activities and takes corrective actions to ensure uniformity of performance. Oversees work schedules accommodating personnel staffing, work loads, sick and annual leave, obtaining approval for overtime from supervisor as needed.
2. Demonstrates work activities for new employees through a field-training program in which those employees' performance is evaluated.
3. Reports disciplinary problems to the detention Lieutenant as necessary through doing disciplinary PPRs (or commendations). Actively participates in the employee evaluation process.
4. Remains on call when assigned in event of operational questions and call out in emergency situations. Available after hours by work cell phone.
5. Acts as liaison with the Courts and detention personnel to resolve operational problems between the various groups.
6. Fills in, in the absence of other detention technicians, to minimize overtime; reports changes to schedules or unforeseen overtime.
7. Responsible for approving or initiating maintenance and/or repair on equipment in the jail.
8. Receives and handles citizen's complaints regarding performance of detention technicians, records details of compliant keeping Detention Lieutenant and Captain updated.
9. Responsible for auditing and approving work to include but not limited to: Jail Management System Log Entries, responses to inmate's requests in our inmate internal messaging system, reviewing phone calls and radio traffic.
10. Responsible for overseeing, monitoring and maintaining contact with the Nevada Department of Corrections (NDOC) regarding the sentencing process inmates.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or G.E.D. equivalency, computer knowledge and work experience closely related to the responsibilities of the class which includes Field Training Officer (FTO) and three (3) years continuous employment within this division.

LICENSES and/or CERTIFICATIONS:

Remain an FTO and remain current in all other required training, certifications and proficiencies required to perform the duties and responsibilities for the classification.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides technical work direction and coordination for detention technicians.

CONTACTS:

Co-workers, detention deputies, supervisors, patrol deputies, general public, other law enforcement agencies, Justice and District Courts, Nevada Department of Corrections (NDOC)

PHYSICAL EFFORT:

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

Must be able to adjust shifts when needed. Must be able to drive to Tonopah if needed.

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:

Law enforcement detention tech environment—subject to poor lighting, abusive language from inmates and the public.