

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Sheriff

Job Title: Transport Officer

Reports to: Sheriff

Level/Grade: 12
\$11.82 probation rate
\$12.41 after probation

Type of position:
 Full-time
 Part-time
 Temporary/Seasonal
 Emergency Hire
 Grant/Contract

Hours 32 /Week
 Classified
 Unclassified

General Description:

Responsible for the transportation and extradition of prisoners. This involves transporting all inmates to and from courts, medical appointments, mental health facilities, court quarters, other institutions and jurisdictions, or as directed by the Sheriff and/or Courts. Responsible for the safety of inmates while on transport and the protection of the general public; maintains liaison between other correctional institutions and law enforcement agencies; maintains confidentiality and security for special assignments; assists correctional officers during intake and release of inmates to ensure proper classification and documentation, must continually be aware of behavior which could affect the welfare of the inmates. In addition, must be aware of surroundings to properly evaluate situations and take appropriate actions; completes all documentation required. Employee remains on-call twenty-four hours per day for emergencies and is responsible for maintaining assigned vehicle according to established standards. Maintains daily activity log documenting all activities and vehicle mileage log; prepares offense/incident reports; completes booking forms if needed; must be able to perform job duties as a Correctional Officer; may be called on to provide testimony in courts of law; may be required to participate or prepare cases for internal hearings. Must perform all duties with minimal supervision, may be required to attend job related meetings, out-of-town seminars, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus experience in transportation and extradition of prisoners and good physical health.
- Must have no felony convictions; and must have no DWI convictions.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Good communication skills, works well under stress, make complex decisions; follow directions, and good public relations.
- Law Enforcement Experience Preferred.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Inside-outside work; may be exposed to unpleasant odors resulting from poor personal hygiene of inmates.
- Typewriter, calculator, telephone, copy machine, and one ton passenger van or smaller. In addition, radio equipment, handcuffs, protective club-like weapon, handgun, shotgun, rifle, leg irons, straight jacket, and other related equipment.
- Work hazards, or potential work hazards, include constantly subjected to injury, death, or hostage situations; exposed at times to infectious diseases carried by inmates; constant high level of mental and emotional stress.

Work Environment:

Primary Work Site: Inside (25%) Outside (75%)
 Temperature Factors: Depends on Weather Conditions
 Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
 Vibrations: (x) Body strain from repeated motion or shock (x) Intermittent - minimal
 Air Quality Factors: (x) Fumes (x) Dusts (x) Odors
 Working Surface: (x) Even (x) Flat/Hard (x) Stairs (x) Ladders (x) Dry
 (x) Wet (x) Natural Ground
 Relationships with Co-workers: (x) Works alone with or without directions (x) Works with a group

Physical Requirements:

Mobility Factors/Primary Work Position: Walk & Stand (25%) Sit (75%) Climb (%) Crawl (%)
 Crouch (%) Kneel (%)

Specific Movements: Rate Occasionally - X Frequently - XX Constantly - XXX

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs 50 (x) Carry, # of lbs 50#
 Arms: (x) Reach (x) With arms extended (x) With arms bent
 (x) Carry, # of lb 50#, distance 60' (x) Twist/Rotate (x) Push/Pull, # of lbs 50#
 (x) Lift from floor to waist, # of lbs 50# (x) Lift from waist to overhead, # of lbs 50#
 (x) Lift horizontally, # of lbs 50# (x) Drag 175 # for 15'
 Legs: (x) Lift, # of lbs 50# (x) Balance (x) Twist/Rotate (x) Foot Control
 (x) Push/Pull, # of lbs 50# (x) Running
 Hands: (x) Gross Dexterity (x) Finger Dexterity
 (x) Speed required (x) Bilateral Coordination (x) Grasp/Manipulate
 Eyes: (xx) Eye/Hand coordination

Comments on Physical Requirements:

- Must have good vision, hearing, and reflexes in order to perform all essential duties.
- Must be able to handle stress and respond appropriately in stressful conditions.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

Approved by: **Robert Shepperd**

Date Posted: November 1, 2016

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____