



County of El Paso
DETENTION OFFICER TRAINEE

CLASS CODE	407002 - SD00	SALARY	\$21.83 Hourly \$45,406.40 Annually
REVISION DATE	September 19, 2019		

Minimum Qualifications

Acceptable Experience and Education

U.S High school graduate, GED.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Must be at least 18 years of age, must meet the minimum standards for initial licensure required by TCLEOSE and the El Paso County Sheriff's Office, must have a current and valid Texas driver's license.

Typical Duties

Essential Duties

Successfully performs physical and academic curriculum in a classroom/obstacle course setting to learn the duties of a Detention Officer position;

Commits self to providing excellent customer service and demonstrates commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Job Summary

Summary of Position

The Detention Officer Trainee works under regular supervision while training in detention officer duties in accordance with the mission, goals and objectives of the El Paso County Sheriff's Office and in compliance with governing federal, state and local laws.

Additional Information

Other Important Duties*

Performs such other related duties as may be assigned.

Organizational Relationships

Reports to: Section Supervisor

Directs: Although this is a non-supervisory position the incumbent is required to direct inmates.

Other: Has frequent contact with other county employees, inmates, general public and other law enforcement agencies.

Other Requirements

Minimum Requirements: Knowledge, Skills, and Abilities

Knowledge of: Computer literature, English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications.

Skill/Ability to: to read, write and be able to communicate effectively in English; to conceal any tattoos, body art or branding by use of the authorized uniform or Office authorized clothing; have and maintain high ethical stands; maintain confidentiality of information; establish and maintain effective and cooperative working relationships with those contacted in the course of work, read and interpret documents such as department/division policy and procedures manual, inmate rules and regulations; learn to write routine reports and correspondence; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; apply common sense understanding to carry out instructions furnished in written, oral or diagram form; observe situations analytically and objectively, and record them clearly and completely; react quickly and calmly in emergencies; complete the El Paso County Sheriff's Office/Region VIII Training Academy (or equivalent upon approval of the Sheriff), including passing the Detention Officer licensing examination in compliance with the Texas Commission on Law Enforcement Officer Standards and Education in a reasonable timeframe. Speak effectively; Pass a background investigation.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence