



CORRECTIONAL OFFICER SPECIALIST – LOCKSMITH

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. This position will be responsible for all locksmith functions, including key inventory and issuance for an extensive key control system in a prison facility.

Correctional Officer Specialist – Locksmith

Jobcode: PCSL15

Pay Band: CD

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Correctional Officer Specialist – Locksmith position.

Recommended Education and Experience for Full Performance

High School Diploma or equivalency, six (6) months' experience as a locksmith and certification as a Certified Professional Locksmith.

Minimum Qualifications

High School Diploma or equivalency. Certification as a Certified Professional Locksmith is preferred.

Essential Duties and Responsibilities*

- Installs, rebuilds and repairs locks, sliding doors, and locking mechanisms.
- Supervises inmates when required.
- Makes keys and maintains key inventory and issuance.
- Provides re-keying service.
- May be required to supervise inmates' work and perform the duties of other trades, as required

Bargaining Unit: Correctional Officer Specialist Locksmith – May be represented.

Statutory Requirements: Certification as a Certified Professional Locksmith.

Conditions of Employment: This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. Successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

Working Conditions: Work is performed in a prison setting with inmate contact and supervision of inmates.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*