



CORRECTIONAL OFFICER SPECIALIST – SPECIAL PROGRAMS

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. The purpose of this position is to provide inmate oversight and supervision during Special Programs activities.

Correctional Officer Specialist – Special Programs

Jobcode: PCSO11

Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

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

Recommended Education and Experience for Full Performance

High School Diploma or equivalency and one (1) years' experience as a Correctional Officer.

Minimum Qualifications

High School Diploma or equivalency and six (6) months' experience as a Correctional Officer.

Essential Duties and Responsibilities*

- Assists in organizing and implementing any programs that have been acquired by New Mexico Corrections Department (NMCD).
- Supervises inmates when required.
- Supervises and assists inmates assigned to specific programs.
- Transports inmates to and from facility compound to designated work areas.
- Writes reports and policy statements dealing with daily operations.
- May facilitate in the training, care, and handling of animals, property, or goods.
- Provide security and safety of inmates participating in training.
- May be required to supervise inmates' work and perform the duties of other trades, as required.

Bargaining Unit: Correctional Officer Specialist – Special Programs: May be represented.

Statutory Requirements: None.

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. Must have successfully completed the New Mexico Corrections Academy. 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 at 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*

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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.