



CORRECTIONAL OFFICER SPECIALIST – RECREATION

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 supervision during recreational activities.

Correctional Officer Specialist – Recreation

Jobcode: PCSR11

Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

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

Recommended Education and Experience for Full Performance

High School Diploma or equivalency and one (1) year as a Correctional Officer.

Minimum Qualifications

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

Essential Duties and Responsibilities*

- Supervises the daily inmate activities of up to 80 inmates per recreational period, during indoor recreational periods, and ensures a safe and secure environment.
- Supervises the work and records of the Canteen Clerk, and prepares the purchase orders for recreational equipment.
- Supervises inmates when required.
- Supervises the work of the inmate porters while they clean, repair, exercise equipment and paint.
- Maintains Hobby Shop purchases and oversees Hobby Shop inventory.
- May be required to supervise inmates' work and perform the duties of other trades as required.

Bargaining Unit: Correctional Officer Specialist – Recreation: 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 specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties.*

CORRECTIONAL OFFICER SPECIALIST - RECREATION

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.