Occupational Group: Corrections
Job Family: Corrections
Job Family Code: PC

CORRECTIONAL OFFICER SPECIALIST – ELECTRONICS

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 help design, develop, test, manufacture, install, and repair low voltage electrical and electronic equipment such as security and surveillance equipment, communication equipment, medical monitoring devices, navigational equipment, and computers.

<u>Correctional Officer Specialist – Electronics</u>

Jobcode: PCSN11 Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

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

Recommended Education and Experience for Full Performance

High School Diploma or equivalency, six (6) months' experience working with electronics systems.

Minimum Qualifications

High School Diploma or equivalency.

Essential Duties and Responsibilities*

- Maintains all low voltage electronics, 24-volts and below, in all areas of the facility.
- Supervises inmates when required.
- Works with low-voltage controls and intercoms.
- Works with radio wave perimeter security.
- Works with low voltage locking mechanisms.
- Conducts product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment.
- May also be responsible for the installation, operation, and maintenance of complex equipment and may write specifications and technical manuals.
- May be required to supervise inmates' work and perform the duties of other trades, as required.

Bargaining Unit: Correctional Officer Specialist – Electronics: 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. 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.

CORRECTIONAL OFFICER SPECIALIST - ELECTRONICS

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.