



102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Compliance Assistant

Department/Division:	Public Safety Department/Adult Detention Facility	
Salary:	\$17.3639/hr. – \$26.0459/hr.	Range: 25
Position Status:	Full-Time/Classified	
FLSA Status:	Not Covered	
Closing Date:	June 19, 2022	
Job #:	6-2022-034	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the supervision of the Training and Compliance Manager assists in ensuring compliance of the facilities operations in accordance with OSHA, ACA, BOP, NMCYFD and all contracting agencies standards and Statements of Work.

Essential Job Functions:

- Assists in conducting internal audits based on all approved standards and guidelines; helps coordinate and assure compliance of all facility operational contracts and agreements; assists in dealing with community and contracting agency issues;
- Conducts inspections of resident/inmate files for compliance; assists in conducting inspections and reviews of all facility documentation for compliance;
- Assists in conducting inspections of standard operating procedures, and policies of organizational elements, personnel, food service, medical services and operational functions to determine compliance;
- Assists in development and implementation of auditing tools; prepare written audit report findings; responsible for knowing and abiding by all department and county

policies and procedures; participate in staff meetings by sharing observations and recommendations regarding the overall operations and compliance of the facility.

Knowledge / Skills:

- Knowledge of investigative/audit techniques, practices and methods. Good attention to detail and ability to meet deadlines.
- Knowledge of American Correctional Association (Detention and Training School) standards, Bureau of Prison standards, and the ability to gather assemble and analyze information to establish compliance with standards.
- Demonstrates organizational skills, proficiency in training facilitation skills, and knowledge of data base usage.
- Must be able to read and write legibly in English and be able to type to the extent required to prepare orders, make reports and perform quality improvement activities.
- Must be able to think and act quickly; to communicate effectively and demonstrate excellent written and verbal communication skills.

Minimum Qualifications:

- Bachelor's Degree from an accredited university in Public Administration, Criminal Justice, Psychology, Sociology, or related field or four (4) years of related experience in a jail or correctional setting performing duties specifically relevant to the essential job functions and knowledge and skills defined herein.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.
- **COVID Vaccine:** The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

Working Conditions:

Work is performed in a detention center setting. Office areas are well illuminated and are relatively quiet. Frequent standing sitting, bending, lifting (25lbs max.); must be able to visually observe residents and staff; Hear understand and interpret resident and employee behavior; detect odors through sense of smell for such things as marijuana and alcohol; Incumbent is exposed to health hazards including emergency or dangerous situations, which may result in personal injury, death, or hostage situations; residents may be argumentative and confrontational at times, requiring quick reflexive responses. Incumbent may be exposed to emotional and mental stress and tension. Work schedule may include evening and weekend hours. May be subject to exposure to CRT's VDT's and UV rays. Incumbent will be subject to random pat down searches. Manual and finger

dexterity required. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Revised: 02/22/2018