

BINGHAM COUNTY
DEPARTMENT of HUMAN RESOURCES

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Blackfoot, ID 83221

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March 14, 2023

BINGHAM COUNTY, IDAHO

Position: Civilian Jail Technician
Salary: \$15.87 to \$17.85 per hour - Hiring Step DOQ/DOE
Full-time position with County benefits
Closing Date: Open Until Filled

Purpose of Class/Primary Function

The principal function of an employee in this class is to perform inmate booking and release duties, assist with inmate visitations and operations in the Command and Control Center. The work is performed under supervision of a Jail Sergeant. Some latitude is granted to the employee but work is subject to stringent state and county legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

Minimum Requirements

Must have a high school diploma, high school transcripts, or GED Certificate
Must be at least 19 years of age
Must have a valid Idaho Driver's License and be insurable
Must have no Felony convictions Some Misdemeanors are allowed depending on the classification
Must be able to pass a background check (criminal-character-credit), polygraph test, and a pre-employment drug screening
Must be able to certify in CPR/1 st Aid within one year of hire date

Disqualifying Drug Usage

Sale, delivery and/or cultivation of any controlled substances including but not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin, prescription drugs without a legal prescription and/or license and hallucinogenic drugs; such as LSD, mushrooms, and acid
Use of marijuana within the past year
Use of synthetic substances such as "spice" within the past year
Any use of illegal hard drugs to include: meth, heroin, cocaine, LSD, PCP
If use of marijuana and/or synthetic drugs, such as spice, is between one and three years, please contact Lt. D. Fellows for additional information.

Employment Requirements for a Civilian Jail Technician

Must be able to process new inmates into the facility, including fingerprinting, photography, processing documents, data entry, housing assignment, clothing issuance, and related booking duties
Must be able to perform release duties, including checking court orders, records, and related paperwork to ensure proper disposition
Must be able to obtain information from inmates and enter data into the centralized computer records
Must have a knowledge of methods, objectives, and procedures of law enforcement practices and court

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proceedings
Must have a knowledge of officer safety skills including defensive tactics, handcuffing, and firearm operations
Must have a knowledge of how to use a personal computer and job-related software
Must have a knowledge of police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment
Must have a knowledge of crime prevention and education techniques
Must be able to meet all of POST and Departmental physical standards
Must be able to work independently as well as in teams
Must be able to understand and apply departmental, state, federal, and local law enforcement procedures, policies, rules, and regulations
Must be able to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action
Must be able to cope with stressful situations calmly, fairly, tactfully, and with respect to individual rights
Must be able to establish and maintain effective relations with fellow employees and with citizens with varied racial, religious, ethnic or economic backgrounds
Must be able to demonstrate proficiency in the use and care of a firearm
Must be able to operate a motor vehicle
Must be able to operate a personal computer including program applications appropriate to assigned duties
Must be able to operate a radio, audio and video equipment, and related specialized equipment
Must be able to communicate clearly and concisely, orally and in writing. Must understand and carry out oral and written directions
Must be able to prepare accurate and grammatically correct written reports
Must respond to citizen requests in a courteous and effective manner
Must be able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
Must demonstrate integrity, ingenuity, and inventiveness in performance of assigned tasks
Must be able to learn new aspects of law enforcement depending on specialty assignment areas
Must be able to perform multiple tasks simultaneously, including handling interruptions, and return to and complete assignments in a timely manner
Must be able to work evenings and week-ends, as needed.

Items that must be attached to the Application

A copy of your high school diploma, school transcript, or GED certificate
A copy of your valid Idaho Driver's License
A Résumé

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.us, then click on Human Resources and that will take you to our web page and on the right side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

How to Apply

A job description and the **Application** can be found on our website: www.binghamid.us
The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public.

When you have completed the **Application** and have attached all of the required documentation, please submit it by **email** to: lpope@binghamid.us by the closing date and time. You may also fax it to: **208-782-2681** by the closing date and time.

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.

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