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Corrections Technician

JOB CODE	JOB FAMILY	PROFILE
JCV209	**Correctional**	**Corrections Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**September 29, 2026**

The Corrections Technician, under general supervision, performs duties involving the intake and release of inmates into the Metropolitan Detention Center system; maintains security of records and personal property associated with these processes. Performs a variety of administrative duties such as answering telephones, typing memoranda and other documents, data entry, cash handling, and filing as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Reviews, interprets, and processes legal documents, court orders and arrest documents using applicable records management systems.
- Collects, prepares, and reviews data for statistical purposes and reports to local, state, and federal law enforcement agencies.
- With high degree of accuracy, enters, cancels, and modifies reports using applicable electronic record management systems.
- Processes and files all incoming documentation and maintains records according to established rules and regulations.
- Receives, accounts for, and releases money, personal property and clothing submitted to MDC at booking; checks property for safety hazards and secures items.
- Maintains accurate records and logs of all personal property; retrieves and gathers personal property for inmates being released.

- Investigates and researches missing or lost personal property.
- Maintains security of work areas by limiting access to authorized personnel only; maintains and controls access to files.
- Provides exceptional customer service to outside agencies, the public, coworkers, etc., by providing appropriate information according to policies and procedures.
- Provides typing/word processing assistance for the department; answers telephone, transfers calls and takes messages when necessary.
- Maintains work area in a clean and orderly manner.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Four (4) years of office/clerical, inventory control and/or records management experience.
- Must be able to work shiftwork, overtime and maintain regular attendance.
- Skilled in computer use for word processing, data entry and retrieval.
- Knowledge of record management, information processing letter and report writing, and cash handling techniques.
- Knowledge of principles and practices of property acquisition, storage and release.
- Ability to communicate clearly and concisely in both oral and written English.
- Knowledge of standard office procedures and practices.
- Ability to operate standard office machines including typewriter, computer, copier, fax machine, calculator and multi-line telephone system.
- Ability to interact effectively and professionally with the public, supervisor, co-workers and all those contacted in the course of work.
- Ability to handle multiple priorities and tasks in an automated environment.
- Knowledge of county policies and procedures, regulations, and state statutes relating to material management.
- Ability to work independently in the absence of supervision.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry.
- Worker often works alone both with and without direction from supervisor or wait a team of individuals.
- Worker is subject to potential exposure to hostile environment.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine calculator, microfilm equipment and postal equipment.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork and a wide variety of basic office supplies. Handles personal property of inmates.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to use reason and judgment in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks.

PHYSICAL FUNCTIONS

- Work may involve both sitting and standing for prolonged periods, frequent light to moderate lifting and extensive use of computer keyboard.
- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform duties and responsibilities.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone, typewriter and computer.
- Must be able to lift up to 30 pounds occasionally.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.