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Metro Transport Officer

JOB CODE	JOB FAMILY	PROFILE
JCV221	**Correctional**	**Metro Transport Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**November 6, 2026**

The Metro Transport Officer provides a safe and secure environment for staff, inmates, and the public, under direct supervision in accordance with the American Correctional Association Standards (ACA). Enforced laws and departmental regulations that apply to detention and corrections.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists arresting officer(s) with residents; receives store and release residents' property and maintains receipt records.
- Coordinates arrangements for residents’ court appearances.
- Maintains order by applying use of force continuum and report unusual conditions, policy violations, disturbances, or indication of potential disorder to superiors.
- Maintains security and inspects facilities to ensure the safety and security of residents; takes periodic resident counts in all detention levels, works details and other resident-holding areas; accounts for residents outside cell areas.
- Patrols designated areas of Metropolitan Court and the inmate holding unit; controls traffic to and from assigned areas.
- Administers emergency first aid if necessary; refers residents to the medical and psychiatric service unit and/or counselors.

- Participates in fire and safety evacuation drills and related emergency situations.
- Maintains logs and writes reports as required by supervisor.
- Abides by the Department Code of Ethics.
- Applies mechanical restraints such as cuffs and leg irons.
- Supervises and escorts inmates to court hearings.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely 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.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- One (1) year of work experience in law enforcement, criminal justice or related field is preferred.

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

- Shift work is required.
- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.

- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled; indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry. Outdoor surfaces may include natural ground, asphalt, or concrete.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Worker may perform duties with or without directions from a supervisor.
- Worker may perform duties alone, or as part of a select team.
- Work hazards include high stress level of job, operation of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- Utilizes security equipment, restraint equipment, and mace as necessary, and weapons based on assignment.
- Utilizes first aid equipment, oxygen, fire extinguishers and other safety equipment on an as needed basis.
- Operates a county vehicle as assigned.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

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.