



Job Title:	<b>Certified Sheriff's Deputy or Certifiable by Waiver</b>	Job Requisition#:	<b>2k16-09-45</b>
Department:	<b>Sheriff</b>	Status:	<b>Classified</b>
Revised Date:	<b>3-9-2016</b>	Job Code:	<b>8240</b>
Union Code:	<b>Represented after completion of a 365 day probationary/trial period</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>09-16-2016</b>	FLSA	<b>NE</b>
Last Day to Apply:	<b>Open Until Filled</b>	Work Schedule:	<b>Varied Days &amp; Hours</b>
Entry Wage:	<b>\$22.25/hourly (with more than 2 years' experience)</b>		

**GENERAL PURPOSE:** Under basic supervision, serves and protects citizens and property, and preserves the peace in Sandoval County through the patrolling of assigned areas, monitoring traffic, impartial enforcement of laws, detaining and interviewing violators, apprehension of suspects, service of civil process, court security and responding to calls for assistance for the Sandoval County Sheriff's Office (SCSO); and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Citizen of the United States (NM 4-41-10)
- Age twenty-one (21) at the time of Certification as a Law Enforcement Officer
- Must have successfully completed 365 calendar days of continuous employment with the Sheriff's Office.

**Education and Experience:**

- High School Diploma/GED Certificate
- Completion of the New Mexico Law Enforcement Academy or equivalent law enforcement training.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License
- Certification as a Law Enforcement Officer from the New Mexico Department of Public Safety; OR
- Certification by Waiver. Applicants with law enforcement certification issued outside the State of New Mexico or by military service must submit a Part I Application and be approved for certification by waiver by the New Mexico Law Enforcement Academy and demonstrate the minimum hours of basic and/or advanced level training as set forth by the New Mexico Law Enforcement Academy Board. Applicants must present a letter from the New Mexico Law enforcement Academy verifying that the out of state curriculum meets Certification by Waiver standards and eligibility.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Sheriff's Sergeant, and does not exercise supervision over lower level staff.

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

- Enforces local, state and Federal laws, according to SCSO policies, procedures and regulations; resolves community problems and public safety issues using sound judgment and operational experience; completes daily logs and activity reports; duties may vary according to job assignment.
- Patrols assigned areas, monitors traffic and maintains visibility and presence in the community; looks for illegal, hazardous and suspicious activities and persons; provides back-up assistance, scene security and protection for regional emergency services personnel.

## **JOB DESCRIPTION**

### **Certified Sheriff's Deputy**

- Responds to emergency and non-emergency calls for service; investigates criminal and civil complaints and incidents; interrogates and communicates with victims, witnesses and suspects in cases; secures and documents crime scene and property; identifies and collects evidence.
- Arrests law violators and criminal suspects; transports and processes prisoners; serves arrest, search and civil warrants, and other court documents.
- Conducts traffic stops, and investigates traffic accidents and criminal violations; assists motorists, victims and witnesses, and investigates public safety incidents.
- May be assigned to special patrol, enforcement, security, intervention, and investigative teams.
- Reviews crime data to identify trends and patterns of criminal activity.
- Represents the SCSO at court and case hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Works with citizens to identify and improve neighborhood problems and enforcement issues.
- Maintains patrol vehicles, uniforms and equipment in clean and effective operating order.
- Attends mandatory law enforcement knowledge and skills training classes and courses as required to maintain certification, or as related to current assignment.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.

#### **Required Knowledge of:**

- County policies and procedures.
- Sheriff's department policies and procedures.
- New Mexico criminal and traffic codes.
- County, state, tribal, and Federal laws, regulations and ordinances.
- Current law enforcement techniques and procedures, including case laws governing arrest, probable cause, rules of evidence, use-of-force, and search and seizure.
- Criminal justice and court systems, procedures and protocols in New Mexico.
- Investigative and interrogative procedures, and methods for close observation of details.
- Geography, roads, landmarks, and jurisdictional boundaries in Sandoval County.
- Safe work practices, occupational hazards, and safety precautions.

#### **Required Skill in:**

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Safely operating and maintaining a variety of firearms, non-lethal weapons, and specialty equipment.
- Collecting data, researching and analyzing information, and making logical conclusions based on facts.
- Securing crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Communicating with suspects and violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Preparing clear, comprehensive, and accurate reports.
- Communicating effectively in written and verbal forms, and following instructions and procedures.
- Utilizing personal computer with standard and specialized software programs for assigned work.

#### **Physical Demands / Work Environment:**

- Work is performed in office and external environments with exposure to inclement weather; subject to physical harm, dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, and infectious diseases; required to physically restrain persons.
- Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift, including crime scenes, investigations, and preparing reports.
- Must maintain a level of physical fitness to meet SCSO standards.

**JOB DESCRIPTION**  
**Certified Sheriff's Deputy**

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date