



# *Rio Arriba County*

## **VACANCY NOTICE**

**JOB TITLE: SHERIFF DEPUTY**

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**Department:** Sheriff's Office  
**Division:**  
**Hourly:** S-6 per schedule  
**Position Status:** Full - Time  
**FLSA Status:** Non-Exempt  
**Closing Date:** Open Until Filled

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*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 general supervision of the Sheriff or designee, performs a full range of police work to protect life and property through the enforcement of laws. Possess working knowledge of geography, the street system and routes of the County. Understand traffic codes, personal safety procedures and the theory of established procedures.

*The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.*

### **Essential Job Functions:**

- Patrols County areas and roads for the purposes of: providing immediate response to calls, enforcing traffic safety and reducing or preventing crime; conducts roving and targeted patrols on homes and business to prevent and reduce entry crimes, trespass, vandalism and damage to property; conducts neighborhood watch training to the general public.
- Carries out field interviews, interrogations and arrests as necessary based upon reasonable suspicion and probable cause; conducts criminal surveillance; performs preliminary and when assigned, follow-up investigations of crimes committed within the patrol area; and may function as a field training officer when assigned; attends training to maintain required law enforcement certification.
- Assists investigators at major crime scenes; aids citizens in need of medical, emergency or motorist assistance; provides traffic control and accident investigation as needed or required; participates in sobriety check points; responds to emergency situations when assigned; assists in serving arrest; warrants;
- Appears in court to give testimony as required; serves both civil and criminal paperwork; transports prisoners as required including extraditions; follows all policies and procedures, rules and regulations established by the Sheriff's Office; carries out duties in a professional and ethical manner;
- Prepares and submits timely, accurate and complete paperwork as required; maintains positive interaction with

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- the public, colleagues and members of the Sheriff's Office; and accident investigation as needed;
- Provides security for courts, judges and the judicial annex when required to do so; enforces Federal and State laws and County ordinances; books suspect into jail, processes and submits criminal complaints and related paperwork; provides back-up to deputies as needed; operates all equipment in a safe manner.
- Follows established officer safety practices; and carries out other routine or special duties.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.

### **Knowledge / Skills:**

- Working knowledge or geography, the street system and routes of the County; of traffic codes; of personal safety procedures; of principles of first aid; of the operation of equipment; of criminal codes; and of the state and federal statutes; practices and theory of established procedures.
- Ability to operate police vehicle, firearms and other assigned equipment; to evaluate and determine appropriate action in a variety of routine and emergency situations; to communicate effectively both verbally and in writing; to establish effective relationships within the workplace; to deal positively with the public at large; to accept direction and direction and guidance from senior commanders.
- Ability to work well under pressure; to implement all rules, regulations, policies and procedures established by the Sheriff's Office; and to demonstrate through in-service training, New Mexico Law Enforcement Academy training and job performance, a satisfactory understanding of the role, function and responsibilities of a law enforcement professional.

### **Minimum Qualifications**

- High school diploma or equivalent and successful completion of the New Mexico Law Enforcement Academy.
- Must possess a valid/current certification as a Law Enforcement Officer within the United States. Successful completion of County screening and hiring procedures.
- Must be a U.S. citizen.
- Successful completion of thorough background investigation. Must not have been convicted of a felony.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

### **Working Conditions:**

Work is performed in both an office and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Travel is required. May required arduous physical exertion under vigorous and unusual conditions. Must be able to drag 175 lbs. for 15 feet and lift up to 50 lbs. Manual and finger dexterity required. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, bruises, environmental allergens, gases and fumes. May be subject to life threatening situations.

Each county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;

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- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment drug and 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 Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**