



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
Email: [www.santafecountynm.gov](http://www.santafecountynm.gov)

**Job Title:** Sheriff Deputy Cadet

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**Department/Division:** Sheriff's Office  
**Salary:** \$18.50/hr **Range:** 13  
**Position Status:** Full-Time/Classified  
**FLSA Status:** Non-Exempt  
**Closing Date:** January 31, 2017  
**Job #:** 1-2017-002

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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:

Serves in a training capacity for the purpose of observing and assisting experienced Deputies in order to be evaluated for suitability for performing County law enforcement duties.

### Essential Job Functions:

- Accompanies an experienced County law enforcement officer in routine residential and commercial patrols;
- Observes and assists in investigations of motor vehicle accidents, crimes against property and violent crimes;
- Observes and assists in traffic control duties and traffic code enforcement including issuing citations; operates vehicles in routine and emergency situations;
- Receives training in reports preparation and other general duty police work; and may testify in court.

### Knowledge / Skills :

- Some knowledge of County geography.
- Ability to learn how to use specialized equipment such as firearms, communication, equipment, and computers; to communicate effectively, both verbally and in

writing; to establish and maintain effective working relationships with co-workers and the general public; to meet deadlines with severe time constraint

### **Minimum Qualifications**

- High school diploma or equivalent. Must be 21 years of age by the time of graduation from New Mexico Law Enforcement Academy.
- Must have a record clear of felony convictions or crimes involving moral turpitude, and establish New Mexico residence within six months of hire date.
- Must pass a physical agility test, psychological exam, background investigation, written test and drug/alcohol and physical screening, if applicable.

### **Working Conditions:**

Work is performed in both an office setting and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Travel is required. May require 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, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations.

### **Conditions of Employment:**

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

### **Submit Applications to:**

**Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.**

**Proof of education, certificates and/or endorsements must be attached to each application.**