



SANTA FE COUNTY

949 West Alameda Street; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Sheriff Deputy I

Department/Division:	Sheriff's Office	
Salary:	Start at \$22.00/hr.	Range: 26S
Position Status:	Full-Time/ Classified	
FLSA Status:	Non-Exempt	
Closing Date:	October 23, 2020	
Job #:	9-2020-027	

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:

Performs a full range of police work to protect life and property through the enforcement of laws.

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 businesses 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 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.

Knowledge / Skills :

- Working knowledge of 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 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 law officer certification program.
- 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.

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 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 and psychological exam. 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. Selected candidate must successfully pass and receive certification by waiver as a Law Enforcement Officer through the State of New Mexico Department of Public Safety within one year of employment. Subject to random drug and alcohol screening.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

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.

Revised: 12/01/2017
Updated: 06/10/2020