Rio Arriba County

Job Description - Vacancy

CAPTAIN

DEPARTMENT:	SHERIFF
SUPERVISOR:	MAJOR
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	NE10
SALARY:	$39.12 – 54.77 HOURLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
POSTING DATE:	NOVEMBER 16, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by 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 andmay be required to perform additional, position-specific duties. 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.

POSITION SUMMARY

Under general guidance from the Major, accomplishes the goals and objectives of the Sheriff's department by overseeing, supervising, and coordinating daily operations and activities of team members. Ensures the successful completion of department functions in accordance with the strategic goals, objectives, and mission of Rio Arriba County and within established policies and procedures, and applicable county, state, and federal regulations.

ESSENTIAL FUNCTIONS

- Assists with development and implementation of a strategic plan to maintain capacity to deliver services; establishes, implements and communicates goals, objectives, policies, and procedures in accordance with the strategic plan.
- Improves staff effectiveness by assisting with recruiting, selecting, orienting, training, coaching, counseling, and disciplining team members; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; and providing and participating in educational opportunities.
- Hosts and participates in regular staff meetings to ensure communication among personnel regarding department-related activities.
- Ensures departmental staffing is maintained by assisting with exercising control and implementation over the budgetary processes.
- Assists with conducting evaluations of departmental services and works with staff to take appropriate steps to improve performance and/or customer service levels.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the management team.
- Reviews and approves timesheets, citations, arrest reports, and other daily paperwork.

- Conducts reviews of high liability incidents.
- Participates in community outreach and education.
- Prepares, submits, and presents comprehensive and concise verbal and written reports and presentations.
- Builds and fosters effective working relationships with others.
- Maintains a professional, organizational, and community reputation.
- Stays abreast of new technologies, laws, and principles and enhances professional growth by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort to achieve goals and deliver successful outcomes.
- Executes other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma/GED.
- Five (5) years of progressive work experience in law enforcement or related environment.
- Two (2) years of supervisory experience.
- Must obtain and maintain New Mexico Law Enforcement certification.
- Ability to communicate in Spanish is preferred.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required when operating a vehicle for work-related purposes; incumbent must possess and maintain a current drive course certificate from Rio Arriba County or must successfully complete and receive a defensive driving course certificate within 30 days of hire.
- Must successfully complete pre-employment requirements including a thorough background investigation, pre-employment drug screening, and MVD check.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Goals, objectives, functions, policies, and procedures of Rio Arriba County.
- Applicable federal, state, county, and local laws, regulations, requirements, principles, and practices of law enforcement.
- Department organization, functions, objectives, policies and procedures.
- Budget preparation and administration.
- Records management practices.
- Criminal justice system.
- Modern office functions, procedures, and equipment.
- Modern trends related to the practice of law enforcement.

SKILL IN:

- Operating emergency vehicles and firearms.
- Reading, reviewing, preparing, and analyzing operational reports, contracts, minutes, resolutions, ordinances, and other business-related documents.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

- Supervising, training, and evaluating assigned staff.
- Making effective decisions in urgent situations.
- Correct English usage, grammar, spelling, and punctuation.
- Office software and industry-related applications, including spreadsheets, databases, and industry-related applications in a Windows environment.

ABILITY TO:

- Maintain confidentiality.
- Prepare comprehensive, concise, and accurate reports, documents, and plans; create and present effective speeches and presentations.
- Communicate efficiently and effectively both verbally and in writing, individually and in groups.
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds, including the public and co-workers and at all levels of the organization.
- Project positive support of incumbent's department and Rio Arriba County and maintain the County's commitment to excellence in customer service.
- Evaluate, implement, and manage complex systems, methods, procedures, forms, and records.
- Understand and interpret legal, financial, scientific and technical reports, journals, abstracts, articles, and documents.
- Provide clear verbal and written instructions.
- Adapt to varying conditions, analyze situations, and adopt appropriate courses of action.
- Demonstrate professionalism at all times; demonstrate sensitivity in tenuous situations.
- Handle multiple tasks and meet deadlines.
- Work independently with minimal supervision, as well as cooperatively in group/team settings.
- Interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.
- Remain flexible in working hours as needed to meet deadlines and support organizational needs and demonstrate regular and reliable attendance.
- Travel to Tierra Amarilla site as needed.
- Comply with the safety guidelines of the County and follow the *Rio Arriba County Personnel Policy Handbook.*

PHYSICAL / EMOTIONAL DEMANDS, WORK ENVIRONMENT AND EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office environment with a moderate noise level. Work may occur occasionally in a vehicle or outdoors where incumbent may be exposed to varying temperature, weather conditions, and work surfaces. Indoor work is typically completed on an even, dry, carpeted or tiled floor; stairs may be present. Frequent exposure to high risk/potentially dangerous situations; dust, fumes, airborne particles and/or allergens; and hostile, violent, and/or offensive individuals. Occasional exposure to hazardous materials and excessive noise. Work regularly takes place near hazardous/moving equipment or machinery and requires the use of protective clothing, equipment, devices, or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. Travel to the Tierra Amarilla location will be required on occasion.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to manipulate, touch, or grasp objects and materials; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; communicate effectively; and lift/move up to 50 pounds. The employee occasionally is required to lift/move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: emergency vehicles, firearms, copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software/HRIS, adding machine.

Please send an email with your application, letter of Interest,

resume, and High School Diploma/GED to:

JobApplications@rio-arriba.org