



# Rio Arriba County

## ***JOB DESCRIPTION VACANCY***

### **CAPTAIN**

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<b>DEPARTMENT:</b>	SHERIFFS
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	S-13
<b>SALARY:</b>	\$36.05 TO \$36.82 HOURLY/ \$74,984 TO \$76,544 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>JULY 28, 2025</b>
<b>POSTING DATE:</b>	JULY 21, 2025

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*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 and may 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.*

#### **Primary Summary:**

Under the general direction of the Undersheriff or Sheriff, the Captain provides high-level leadership and oversight to major divisions within the Sheriff's Office. The Captain ensures effective law enforcement operations, supervises division leadership, develops strategic plans, oversees critical incidents, and ensures the safety and professionalism of field and investigative units. This position requires strong leadership, ethical integrity, and in-depth knowledge of modern law enforcement practices.

#### **Duties and Responsibilities:**

- Directs and supervises the daily operations of designated divisions, such as Patrol, Investigations, Civil Process, or Special Operations;
- Oversees and coordinates the work of Lieutenants, Sergeants, and other supervisory staff to ensure proper deployment of resources and compliance with department objectives;
- Develops operational goals, policies, and procedures in coordination with command staff and ensures their implementation;
- Responds to and assumes command of significant incidents including but not limited to natural disasters, violent crimes, and public disturbances;
- Evaluates performance of division personnel and recommends promotions, disciplinary actions, or additional training as appropriate;
- Serves as a liaison between the Sheriff's Office and other local, state, tribal, and federal law enforcement agencies;



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- Manages assigned budgets, prepares reports, and ensures fiscal accountability of division operations;
- Coordinates community outreach, crime prevention programs, and public relations efforts to strengthen trust and transparency with local communities;
- Conducts audits of case files, incident reports, evidence handling, and jail procedures to ensure compliance with standards and legal requirements;
- Assists in recruitment, hiring, and promotional processes for law enforcement personnel;
- Ensures compliance with all state and federal laws, court orders, and departmental policies;
- Investigates and resolves complaints from the public or within the department when assigned by the Sheriff or Undersheriff;
- Maintains command readiness and operational capacity for emergency responses;
- Performs other duties as assigned by the Sheriff or designee.

#### **Minimum Qualifications:**

- High School Diploma or GED; Associate or Bachelor's Degree in Criminal Justice, Public Administration, or related field preferred;
- Certification as a Law Enforcement Officer by the New Mexico Law Enforcement Academy;
- Minimum of ten (10) years of law enforcement experience, with at least four (4) years in a supervisory or command position;
- Must possess and maintain a valid New Mexico driver's license;
- Must successfully pass a Captain's promotional process administered by RASO command staff;
- Must pass background investigation, drug screening, and MVD check.

#### **Recommended Qualifications:**

- Knowledge of modern law enforcement principles, including patrol, investigations, evidence procedures, emergency operations, and leadership;
- Familiarity with rural and tribal law enforcement dynamics in Northern New Mexico;
- Training in crisis command, ICS/NIMS certification, and advanced supervisory coursework;



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## ***JOB DESCRIPTION VACANCY***

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- Experience in managing community-oriented policing programs and inter-agency collaboration.

#### **Knowledge, Skills and Abilities:**

- Demonstrated ability to lead and inspire law enforcement personnel;
- Strong decision-making and conflict-resolution skills;
- Excellent communication, interpersonal, and administrative abilities;
- Ability to manage operations under pressure and during critical incidents;
- High ethical standards and commitment to transparency and accountability;
- Ability to maintain confidentiality and handle sensitive information with integrity.

#### **Physical Demands:**

While performing the duties of this job, the employee frequently stands, walks, sits, talks, hears, and uses hands and fingers. Employee may occasionally lift and/or move up to fifty (50) pounds. The employee must be able to meet the physical fitness standards required for certified law enforcement officers.

#### **Work Environment/Conditions:**

- Work is performed in both office and field settings, including exposure to varying weather conditions, noise levels, and potentially hazardous environments;
- Employee may encounter physical danger, including firearms, volatile individuals, and vehicular risks;
- Mandatory availability for on-call emergencies, overtime, and irregular hours, including nights, weekends, and holidays;
- Employee must be able to respond rapidly to emergencies and assume command when needed.

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#### **Professional Expectations:**

- Maintain regular and reliable attendance;
  - Model professional conduct and respect for others;
  - Promote teamwork and cooperative problem-solving;
  - Maintain and enhance the county's commitment to public service excellence.
  - Maintain and enhance the county's commitment to customer service excellence
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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:**

Must complete and maintain certifications required by law, including a defensive driving course within 30 days of hire. Must comply with HIPAA and safety regulations. Continued employment contingent upon successful completion of background, MVD, and drug screening.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

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