



Rio Arriba County

JOB DESCRIPTION VACANCY

SERGEANT

DEPARTMENT:	SHERIFFS
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	S-9
SALARY:	\$34.39 TO \$35.18 HOURLY/ \$71,531.20 TO \$73,174.40 ANNUALLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	DECEMBER 8, 2025

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 supervision of the Lieutenant or designee, the Sergeant provides supervisory and operational support to assigned deputies and cadets. The Sergeant oversees daily field operations, trains and evaluates personnel, ensures compliance with departmental policies, and performs patrol and investigative duties. This position requires a high level of professionalism, ethical conduct, sound judgment, and leadership.

Duties and Responsibilities:

(Duties listed below are representative and may vary based on operational needs.)

- Supervises, assigns, evaluates, and mentors deputies and cadets; recommends personnel actions.
- Serves as a Field Training Officer (FTO) as assigned.
- Performs patrol duties, analyzes patrol areas, and adjusts deployment based on community needs.
- Reviews and approves reports, search warrants, arrest warrants, and related documentation for accuracy and completeness.
- Ensures proper officer safety protocols and provides backup during critical incidents.
- Assists command staff during major events, emergencies, or criminal investigations.
- Provides instruction and clarification on departmental policies, procedures, and regulations.
- Conducts inspections of equipment, vehicles, and personnel readiness.
- Facilitates briefings and communicates operational priorities and assignments.
- Engages in crime prevention, enforcement activities, narcotics surveillance, and investigations.



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- Serves restraining orders, assists with extraditions, and performs other legal process services.
 - Testifies in court proceedings as required.
 - Participates in applicant interviews and responds to public inquiries.
 - Ensures proper documentation, recordkeeping, and administrative accuracy.
 - Maintains accountability for county-issued property and equipment.
 - Performs other duties as assigned by the Sheriff, Undersheriff, or Supervisor.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain records and prepare accurate reports.
- Must pass a comprehensive background investigation.
- Must possess and maintain a valid New Mexico Class D driver's license with an acceptable driving record.
- Two (2) years of post-secondary education or law enforcement experience, including direct field experience, with satisfactory performance.
- Current New Mexico Law Enforcement Officer Certification.

Knowledge, Skills, and Abilities:

- Demonstrated leadership, professionalism, integrity, and adherence to law enforcement ethics.
- Ability to direct, coach, and evaluate subordinate personnel.
- Ability to perform patrol functions, analyze trends, and make deployment recommendations.
- Ability to maintain confidentiality and use discretion.
- Strong problem-solving skills and ability to work independently.
- Ability to manage multiple tasks under pressure and meet deadlines.
- Ability to maintain positive working relationships with community members, partner agencies, and internal staff.

Physical Demands:

- Regularly required to sit, stand, walk, speak, and hear.
- Must be able to lift up to 50 pounds and drag up to 175 pounds for 15 feet.
- Occasional lifting of 70+ pounds with assistance.
- Exposure to hazardous environments, including allergens, fumes, infectious agents, physical altercations, and other high-risk situations.
- Manual dexterity required for equipment operation and report writing.

Work Environment/Conditions

- Work performed indoors and outdoors, in varied weather conditions.
- May require extended hours, shift work, nights, weekends, holidays, and on-



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call assignments.

- Frequent travel required.
- May involve physically strenuous duties and high-stress situations.

Working Conditions for individual positions in this classification will vary based on each department's 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.

The 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
- 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
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's 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 pass a background check, drug screening, and MVD check.
- Must comply with county safety standards and HIPAA guidelines.
- Must obtain a defensive driving certificate within 30 days of hire.

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

JobApplications@rio-arriba.org

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

Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397
