



Rio Arriba County

JOB DESCRIPTION VACANCY

DETECTIVE

DEPARTMENT:	SHERIFFS
PRIMARY LOCATION:	ESPANOLA/TIERRA AMARILLA
SALARY CLASSIFICATION:	S-9
SALARY:	\$33.00 TO \$33.75 HOURLY / \$68,640 TO \$70,200 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	30 MAY 2024

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 general supervision of the Sheriff or designee, selected candidate performs a full range of police work to protect life and property through the enforcement of laws. Conducts investigation of crimes including burglary and larceny, violent crimes, forgery, fraud, embezzlement, auto theft, narcotics and/or cases involving juveniles; may provide investigation training. Possess working knowledge of geography, the street system and routes of the County. Understand traffic codes, personal safety procedures and the theory of established procedures.

Duties and Responsibilities:

- Carries out investigations of assigned cases to determine the nature of criminal activity in order to identify and apprehend offenders, prevent crimes and/or solve criminal cases; conducts follow-ups on assigned cases.
- Responds to crime scenes; receives initial report from uniformed patrol officer; examines scene of crime to obtain clues and gather evidence.
- Interviews complainants, witnesses, victims, suspects, and informants in person and by telephone; obtains/receives written and/or signed statements.
- Investigates known or suspected criminal or facts of particular cases to detect suspected criminal activity or clues.
- Identifies, collects, marks, and preserves physical evidence; photographs crime scenes, lifts fingerprints, and makes composites.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Reviews investigative information; writes and files reports and supplemental on completed cases detailing witnesses and testimony, occurrence of events, and



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- criminal history of suspect; describes action taken and results obtained.
 - Plans court presentations with prosecuting attorneys; presents collected evidence and information to Grand Jury and court; testifies in judicial proceedings.
 - Provides information to the public on crime and prevention techniques.
 - Assists other law enforcement agencies with investigations upon request; provides information on criminal activity to federal, state, and local law enforcement agencies.
 - Attends departmental meetings and training sessions as required.
 - May perform special duty assignments such as surveillance.
 - Utilizes community oriented policing concepts in dealing with the agency's service businesses and citizens.
 - Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
 - Maintains confidentiality of all privileged information.
 - Contributes to a team effort.
 - Performs other duties as assigned or required.

Minimum Qualifications:

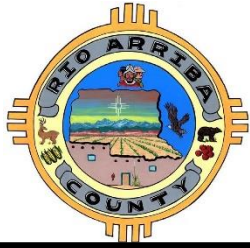
- Must possess a valid/current certification as a Law Enforcement Officer within the State of New Mexico issued by the New Mexico Department of Public Safety.
- Must have at least THREE (3) years of experience as a sworn Police Officer with at least ONE (1) consecutive year with the Rio Arriba County Sheriff's Office.
- Must have completed the Probationary Period with Rio Arriba County with no pending disciplinary actions.
- Successful completion of thorough background investigation,
- Shall maintain a valid New Mexico driver's license

Recommended Qualifications:

- Police Officer Certification from the New Mexico Department of Public Safety.
- Must have a minimum of FIVE (5) years of law enforcement experience as a sworn police officer.
- Must have been employed by the Rio Arriba County Sheriff's Office for a minimum of ONE (1) consecutive year
- Associate's Degree from an accredited college or university in the field of Criminal Justice/Police Science or related field.
- THREE (3) years' experience in criminal investigations as an investigator/detective.

Knowledge, Skills and Abilities:

- Working knowledge or 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.



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- 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 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.
 - Ability to act in an independent and conscientious manner using sound judgment.
 - Ability to maintain confidentiality.
 - Ability to handle multiple tasks and meet deadlines.
 - Ability to communicate effectively, both orally and in writing.
 - Knowledge of federal and state criminal laws, penal codes, constitutional guidelines, local ordinances, and departmental rules and regulations.
 - Knowledge of methods of criminal investigation.
 - Knowledge of judicial processes and proceedings.
 - Skill in crime scene processing methods used to collect and preserve evidence for court admissibility.
 - Skill in the use of photography and surveillance equipment, audio and video equipment, radios, and various emergency equipment.
 - Skill in the use of firearms and self-defense techniques.
 - Skill in oral and written communication and interview techniques.
 - Skill in processing, recording, and filing.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. Work is performed sitting at a desk with intermittent standing, walking, bending or crouching. Employee is also required to maintain a certain standard of physical agility for the purpose of self-defense and protection of life and property of others.

Work Environment/Conditions:

Work is performed in both an office and outdoors, in varied weather conditions which include crime locations and at various field locations performing investigative interviews. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Travel is required. May required arduous physical exertion under vigorous



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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, bruises, environmental allergens, gases and fumes. May be subject to life threatening situations. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

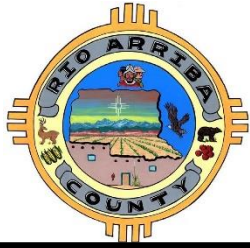
- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

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

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Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail 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*
