



Rio Arriba County

JOB DESCRIPTION VACANCY

SHERIFF DEPUTY

DEPARTMENT:	SHERIFF'S OFFICE
PRIMARY LOCATION:	ESPANOLA/TIERRA AMARILLA
SALARY CLASSIFICATION:	S-06 PER SALARY SCHEDULE
SALARY:	\$30.00 TO \$30.75 HOURLY / \$62,400 TO \$63,960 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	08 APRIL 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, the selected candidate will perform a full range of police work to protect life and property through the enforcement of laws. 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. Employee will assume the duties to perform essential duties and responsibilities.

Duties and Responsibilities:

- Patrols County areas and roads for the purposes of: providing immediate response to calls, enforcing traffic safety and reducing or preventing crime
- Conducts roving/targeted patrols on homes/business 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
- 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



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- Assists in serving arrests and warrants
- Appears in court to give testimony as required
- Serves both civil and criminal paperwork
- Transports prisoners as required including extraditions
- Follows 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 Rio Arriba County Knowledge
- Colleagues and members of the Sheriff's Office; and accident investigation as needed
- Provides security for courts, judges and the judicial annex when required
- 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
- Carries out other routine or special duties
- Maintains confidentiality of all privileged information
- Contributes to a team effort.
- Performs other duties as assigned or required

Minimum Qualifications:

- High School Diploma and/or GED
- Successful completion of County screening and hiring procedures
- Must be a United States citizen
- Shall maintain a valid New Mexico driver's license while employed with Rio Arriba County
- Must successfully complete a thorough background investigation
- Must not have been convicted of a felony
- Must successfully pass a drug screening

Recommended Qualifications:

- Successful completion of the New Mexico Law Enforcement Academy
- Must possess a valid and current certification as a Law Enforcement Officer within the United States

Preferred Qualifications:

- Demonstrate through in-service training, New Mexico Law Enforcement Academy training and job performance
- Maintain personal safety procedures
- Certified in CPR and first aid principles



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Knowledge, Skills and Abilities:

- Knowledge of geography, the street system and routes of the County
- Knowledge of traffic codes
- Knowledge of the operation of equipment
- Knowledge of criminal codes
- Knowledge of the state and federal statutes
- Knowledge of practices and theory of established procedures
- Knowledge and skills to evaluate and determine appropriate action to proceed in within a variety of routine and emergency situations
- Skills to operate police vehicle, firearms and other assigned equipment
- Skill to work well under pressure; to implement all rules, regulations, policies and procedures established by the Sheriff's Office
- Ability to communicate effectively both verbally and in writing
- Ability to establish effective relationships within the workplace
- Ability to deal positively with the public at large
- Ability to accept direction and guidance from senior commanders
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines

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. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/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 required arduous physical exertion under vigorous and unusual conditions. Must be able to drag one-hundred and seventy five (175) lbs. for fifteen (15) feet and lift up to fifty (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.



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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.

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*
