VALENCIA COUNTY
JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE:	**SHERIFF DEPUTY**
DEPARTMENT:	Sheriff's Office
PAY STATUS:	FSLA Non-Exempt
CLASSIFICATION:	Classified
PAY RANGE:	Certified **$31.52** to **35.07** per hour depending on experience
	Un-certified **$28.89** per hour

JOB SUMMARY:

Enforces local, state, and federal laws and conducts pro-active patrols to ensure personal safety, and real property and equipment security throughout the county. Serves as first-responder to crime scenes and accidents, prepares reports, preserves evidence, and provides legal testimony as required. Works a designated shift roster, as assigned.

DUTIES AND RESPONSIBILITIES:

- Patrols the county area, either in a vehicle or on foot, to provide public safety, crime and accident prevention, law enforcement, and community assistance, as needed.
- Responds to public and 911 calls received by the agency, to include animal control, mental health situations, domestic disputes, and other calls, as necessary.
- Renders first-response assistance at accidents; secures the scene, takes statements, notifies emergency services, and prepares reports in accordance with established protocol and procedure.
- Secures crime scenes; performs routine investigations, and prepares statutory incident reports, including state motor vehicle accident reports and state uniform incident reports.
- Operates and maintains an assigned motor vehicle, ensuring cleanliness and serviceability.
- Operates miscellaneous equipment such as ATV's, radar, and breath alcohol analyzers.
- Collect evidence, prepares court cases, and provides legal testimony.
- May perform prisoner transfer duties as required.
- Writes and files daily activity reports and logs, in conjunction with superior officer.
- Assists with ATV patrols, search and rescue.
- May perform on various task forces such as DWI road statistics patrol, FTO, or SWAT teams.
- Performs miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED certificate required.
- Certified deputies must have a current peace officer Certification from the New Mexico Law Enforcement Academy.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of federal and state criminal and civil law and local codes and ordinances.
- Knowledge and understanding of established police protocol and procedures.
- Ability to understand and follow safety procedures.
- Ability to react calmly and effectively in emergency situations.
- Skill in the use of first aid procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to write reports containing technical information
- Ability to gather and organize legal evidence.
- Skill in completing accident and criminal investigations.
- Skill in providing protection services to individuals.
- Ability to complete moderately complex administrative paperwork.
- Ability to safely and defensively drive a motor vehicle.
- Skill in the operation of sheriff equipment such as radar and breath alcohol analyzers.
- Ability to provide legal dispositions and testimony.
- Ability to communicate effectively, both orally and in writing.

LICENSURES AND CERTIFICATIONS REQUIRED:

- Current certification from the New Mexico Law Enforcement Academy, eligible for certification by waiver, or eligible for basic academy.
- Possession of a valid New Mexico driver's license.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a pre-employment criminal background check.
- Specialized training may be required as necessary.
- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last five years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.
- Must be at least 21 years of age at the time of employment.

WORKING CONDITIONS:

- Work involves exposure to elements such as extreme temperatures, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
- Requires handling of average-weight objects up to 50 pounds or some standing or walking.
- Work involves some exposure to extreme hazards or physical risks, which require following extensive safety precautions.

PRE-EMPLOYMENT REQUIREMENTS

- Interview
- Criminal record check.
- General employment background check.

- Driving record check.
- Pre-employment physical, psychological, and drug test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Printed Name: _____

Signature: _____ Date: _____