



Human Resource Division

Eileen J. Sedillo

Human Resource Director

Chris A. Najar
Chairman - District 5

Janice E. Varela
Vice-Chair - District 2

Rock G. Ulibarri
Commissioner - District 1

Arthur J. Padilla
Commissioner - District 3

Maria L. Martinez
Commissioner - District 4

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for Certified and Non-Certified Deputy Sheriff with San Miguel County Sheriffs Division. Under the direction of the Sheriff, Under Sheriff and/or proper chain of command. The Deputy Sheriff is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary for the safety and good order of the community. A newly non-certified Deputy must successfully complete a Preliminary Field Training Officer Program, which will range from 8-12 weeks, complete accredited New Mexico Law Enforcement Academy, and must complete a Post Field Training Officer Program which will consist of 2 weeks. All training must be completed by the end of the new probationary period and in accordance with the law.

LAW ENFORCEMENT POSITIONS RANGE I & II:

Salary: \$25,000.00 - \$34,000.00

Status: Classified Position

FLSA: Non Exempt Position

Deadline for Applications is Monday, October 15, 2018 at 3:00 p.m. Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or you may obtain one by logging on to San Miguel County Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

Gary Gold, Sheriff

Vidal Martinez, Ed. D., County Manager

Eileen Sedillo, Human Resource Supervisor

Published: _____, 2018

Date

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Date

10.3.18

Date



Theodore Carr
Under Sheriff

San Miguel County Sheriff Sheriff Gary Gold



Iris Vigil
Office Manager

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JOB DESCRIPTION DEPUTY SHERIFF

LAW ENFORCEMENT POSITIONS RANGE I & II:

Salary: \$25,000-\$34,000
Status: Classified Position
FLSA: Non-Exempt Position

GENERAL STATEMENT OF DUTIES

The Deputy Sheriff position falls directly under the direction of the Sheriff, Under Sheriff, and/or proper chain of command. All hires must be able to follow Office Standard Operating Procedures, as directed by the Sheriff.

RESPONSIBILITIES AND DESCRIPTION FOR WORK PERFORMED

A Deputy Sheriff is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A Deputy Sheriff shall:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures. Uphold and enforce the laws of the State of New Mexico.
3. Aid people who are in danger of physical harm.
4. Identify potentially serious law enforcement or governmental problems.
5. May be required to reside in a specific area within San Miguel County to meet specific needs of the county, or at the discretion of the Sheriff.
6. Promote and preserve the peace.
7. Provide emergency services.



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San Miguel County Sheriff

Sheriff Gary Gold



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8. The Deputy Sheriff position is non-supervisory. Deputy Sheriff Duties are performed on an assigned shift under the direction and supervision of the Chain of Command.
9. Performs other duties as may be assigned by a supervisor.
10. Exercises authority consistent with obligations imposed by the Oath of Office. Shall be accountable to superior officers, and will promptly obey all orders.
11. Coordinates efforts with those of other members of the Office so that teamwork may ensure continuity of purpose and achievement of Office objectives.
12. Communicates to superiors and to fellow deputies all information obtained in the field which is pertinent to the achievement of Office objectives.
13. Responds punctually to all assignments.
14. Records activity during tour of duty in the manner prescribed by superior officers. Maintains weapons and equipment in a functional, presentable condition.
15. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the San Miguel County Sheriff's Office and suggests other procedures to be followed.
16. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
17. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
18. Preserves the peace at all times, including, but not limited to, public gatherings, neighborhood disputes, and family quarrels.
19. Serves or delivers warrants, summonses, subpoenas, official papers, and provides court security promptly and accurately when so directed by the Sheriff, Under Sheriff, or by the courts.
20. Confers with prosecutors and testifies in court.
21. Accomplishes other general duties as they are assigned or become necessary.
22. Performs other duties as may be assigned by the supervisor.



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San Miguel County Sheriff *Sheriff Gary Gold*



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23. Cooperates with the efforts of other law enforcement agencies.
24. Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported.
25. Apprehending persons violating the law or wanted by law enforcement.
26. Completing detailed reports on all crimes, vehicle crashes, and other incidents as required by Standard Operating Procedures, departmental policies, and directives.
27. Preserving any serious crime scene until the sergeant, investigator, Under Sheriff, or Sheriff arrives.
28. Public assembly checks.
29. Observing and interviewing suspicious persons.
30. Issuing traffic citations.
31. Being alert for and reporting fires.
32. Responding to any public emergency.
33. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and records data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
34. Is alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
35. Responds to situations brought to the Deputy's attention while in the course of routine patrol or when assigned by radio. Render First Aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.



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36. Remains on assigned patrol throughout the tour of duty except when authorized by a supervisor or Senior Deputy in his absence.
37. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
38. Keeps radio equipment in operation at all times and remains thoroughly familiar with, departmental policy concerning its use.
39. Notifies the supervisor if more than a temporary absence from regular duties is required.
40. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant or Senior Deputy at the earliest possible opportunity
41. Deputies need to have knowledge of resources available to the Office, particularly as related to juveniles, knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; exercise skill in the use of firearms and police equipment; possess physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.
42. Maintain the integrity of the position and avoid, both on and off duty, engaging in behavior that would bring discredit upon the Department or the City.
43. Abide by all Departmental Standard Operating Procedures (SOPs), policies, and directives. Report any violations of SOPs, policies, or directives.
44. All other duties as assigned by the Sheriff or Chain of Command.



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UNCERTIFIED DEPUTY SHERIFF

If newly hired Deputy is uncertified, the new hire must successfully complete a preliminary field training officer (FTO) program, which will range from 8-12 weeks. New hire must timely and successfully complete an accredited New Mexico Law Enforcement academy. New hire must successfully complete a post field training officer (FTO) program, which will consist of 2 weeks. All above must be completed by the end of the new hire's probationary period and in accordance with law.

EDUCATION AND EXPERIENCE

High School graduate or GED.

Must possess a valid New Mexico Driver's License.

Must not have a record of D.U.I, Felony, or Domestic Violence Convictions.

Must complete/pass a background investigation and pass a physical examination and a safety sensitive position drug screen.

Must complete/pass a background investigation and pass a physical examination and a safety sensitive position drug/alcohol screen.

Must be able to complete New Mexico Certification Academy as required by law.

SKILLS AND ABILITIES

Ability to effectively communicate in both written and oral form.

Ability to perform Physical Demands of work

PHYSICAL REQUIREMENTS

All new hires, non-certified, will be required to pass and meet current New Mexico Law Enforcement Academy entry fitness standards. Current New Mexico Law Enforcement Academy fitness standards are as follows:

- Aerobic Power (1.5 Mile Run)
- Anaerobic Power (300 Meter Run)



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- Muscular Endurance (sit-ups)
- Upper Body Strength (push-ups)

Mobility Factors: Walk 50%, Sit 20%, Run 30%

Primary Work Position: Stand 20%, Kneel 5%, Squat 5%




Arms: Occasional carries 40-50 lbs. Lift floor to waist 60 lbs. maximum

Legs: Bends, walks, kneels, squads, climb on occasion

ENVIRONMENTAL CONDITIONS

The Deputy Sheriff position includes both outdoor and indoor conditions, and also various weather conditions. Hours may vary to include night shifts and on call duty.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS:

 _____	<u>2-10-15</u> _____
SHERIFF	DATE
 _____	<u>2-10-15</u> _____
COUNTY MANAGER	DATE
 _____	<u>2/10/15</u> _____
HUMAN RESOURCE DIVISION SUPERVISOR	DATE
_____	_____
EMPLOYEE	DATE