

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: DEPUTY - CERTIFIED
DEPARTMENT: SHERIFF
SUPERVISOR: SERGEANT
GRADE: 7
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the Sergeant, enforces the laws of New Mexico and ordinances of Sierra County and preserves the peace by patrolling assigned areas, monitoring traffic, detaining and interviewing violators, apprehending suspects, serving of civil process, providing court security, and responding to calls for assistance.

ESSENTIAL FUNCTIONS

- Upholds Sierra County's code of justice with the highest level of integrity and enforces county, state, and federal laws.
- Patrols County areas, roads, and highways in order to provide immediate response to calls, enforce traffic safety, and reduce or prevent crime.
- Conducts roving and targeted patrols on homes and businesses to prevent and reduce entry crimes, trespassing, vandalism, and damage to property.
- Responds to incoming calls and complaints via radio, telephone, and other communications tools for both emergency and non-emergency situations.
- Takes criminals into custody; apprehends fleeing suspects; arrests individuals suspected of committing crimes; and deals appropriately with traffic violators.
- Performs preliminary and follow-up investigations including field interviews, interrogations and making arrests as necessary based upon reasonable suspicion and probable cause.
- Conducts criminal surveillance as assigned.
- Assists citizens in need of medical, emergency or motorist assistance; protects threatened properties; conducts traffic stops; provides traffic control and accident investigation as needed; helps at accident scenes; guards disaster zones; participates in sobriety check points; and responds to emergency situations when assigned.
- Appears in court to give testimony as required.
- Assists in the security of the County Court; maintains the tranquility and security of the courtroom.
- Escorts detainees to and from court and between involuntary commitments to psychiatric facilities; transports prisoners as required including extraditions.
- Books suspects into jail; assists Detention Center Administrator as needed.

- Serves civil and criminal paperwork; creates and serves arrest warrants; serves and attaches court documents and property.
- Reviews crime data to identify trends and patterns of criminal activity.
- Represents the Sierra County Sheriff's Office at court and case hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Works with citizens to identify and improve neighborhood problems and enforcement issues.
- Follows all policies, procedures, rules, and regulations established by the Sheriff's Office; carries out duties in a professional and ethical manner; adheres to established officer safety practices and protocols; and operates all equipment in a safe manner.
- Prepares and submits timely, accurate, and complete paperwork.
- Maintains patrol vehicles, uniforms, and equipment in clean and effective operating order.
- Attends mandatory law enforcement knowledge and skills training classes and courses as required to maintain certification, or as related to current assignment.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and federal, state and local law enforcement organizations in order to accomplish tasks.
- Participates actively in staff meetings.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

****APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.).***

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- New Mexico Law Enforcement Academy Certification.
- Obtain and maintain First Aid and CPR certifications.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.
- Must have no DWI convictions within the past five years.
- Must have no felony convictions.
- Cannot be on probation or parole for any conviction.
- Cannot have more than two speeding tickets within the past two years.
- Must pass a psychological assessment.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Sierra County and Sheriff's department policies and procedures.
- County, state, tribal, and federal laws; state criminal and traffic codes regulations and ordinances.
- Current law enforcement techniques and procedures, including case laws governing arrest, probable cause, rules of evidence, use-of-force, and search and seizure.
- Criminal justice and court systems, procedures and protocols in New Mexico.
- Investigative and interrogative procedures, and methods for close observation of details.
- Geography, roads, landmarks, and jurisdictional boundaries in Sierra County.
- Safe work practices, occupational hazards, and safety precautions.

SKILL IN:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Safely operating and maintaining a variety of firearms, non-lethal weapons, and specialty equipment.
- Collecting data, researching and analyzing information, and making logical conclusions based on facts.
- Securing crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Communicating with suspects and violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Industry-related software and applications.
- The use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.

ABILITY TO:

- Strictly enforce laws, rules, regulations, and procedures.
- Analyze situations accurately to determine and implement effective and appropriate courses of action.
- Remain calm, use good judgement, and work under stressful circumstances.
- Communicate efficiently and effectively both verbally and in writing.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.
- Work independently with minimal supervision and with others.
- Conduct an interview/interrogation to effectively obtain and disseminate information.
- Maintain confidentiality, a professional attitude; and demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed outdoors where incumbent may be exposed to varying temperature and weather conditions. Occasional work in an office or indoor setting with a moderate noise level. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; walk; stand; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to run; climb or balance; bend, stoop, kneel, crouch, or crawl; and lift up to 50 pounds. Close vision ability and clarity of vision at long distance are required. Regular exposure to dust, fumes, airborne particles and/or allergens; high risk / potentially dangerous situations; excessive noise; work near hazardous/moving equipment or machinery; working with hostile, violent, and/or offensive individuals; and areas where the use of protective clothing, equipment, devices, or materials is necessary. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: patrol vehicle, firearm, taser, pepper spray, extra magazines, radio, rifle, patrol unit, laptop, Narcan, gloves, evidence bags, body camera, digital camera, handcuffs and keys, traffic vest, bullet proof vest, uniform shirt and pants, shined boots, and laptop.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***