



VALENCIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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 \$23.93 per hour/ Uncertified \$21.72 per hour
DEADLINE:	Until Filled

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 department, 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:

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- 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

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- 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.

Applicant: _____

Date: _____

VALENCIA COUNTY

P.O. BOX 1119, 444 Luna Avenue,
 Los Lunas, New Mexico 87031
 Phone: (505)866-2021 Fax: (505)866-3366

www.co.valencia.nm.us

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

Last Name		First Name		Middle Name	
Physical Address	Number	Street	City	State	Zip Code
Mailing Address			City	State	Zip Code
Telephone Number (s)			Social Security Number (Voluntary)		

Position Applied For:	Date of Application
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How Did You Learn About Us?

Advertisement
 Friend
 Inquiry
 Employment Agency
 Relative
 Other _____

Have you previously worked or do you now work for Valencia County? Yes No
Employment records for former and current County employees will be made available to hiring officials upon request.

Have you ever filed an application with us before? If Yes, give date _____ YES NO

Do any of your relatives work for Valencia County? YES NO

If yes, state name, relationship and location _____

Do you have a valid drivers license? Yes No State issued in: _____ DL Class: _____ DL Number: _____

Are you a Veteran? Yes No If yes, what Branch? _____

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job-related training in the U.S. Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

READ BEFORE SIGNING

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation or falsification, my application will be rejected; my name removed from consideration for employment and I may be dismissed if employed. I hereby authorize Valencia County to investigate the information contained herein and contact those previous employers I have approved.

Signature of Applicant

Date