



Job Title:	Uncertified Sheriff's Deputy / Cadet	Job Requisition:	2K17-10-59
Department:	Sheriff	Status:	Trainee
Revised Date:	10/31/2017	Job Code:	8250
Union Code:	Probationary (Non-represented)	Handles Confidential Info:	Yes
First Day to Apply:	10-27-2017	FLSA:	NE
Last Day to Apply:	11/20/2017	Entry Wage:	\$18.00/hourly
		Work Schedule:	Varied Days and Hours

GENERAL PURPOSE: Under close supervision, attends assigned training courses and the New Mexico Law Enforcement Academy to obtain Certification as a Law Enforcement Officer from the New Mexico Department of Public Safety; and performs other duties as assigned. Prior to attending the New Mexico Law Enforcement Academy, may be assigned to perform limited law enforcement duties not requiring certification.

MINIMUM QUALIFICATIONS:

- Citizen of the United States (NM 4-41-10)
- Age twenty-one (21) at the time of Certification as a Law Enforcement Officer

Education and Experience:

- High School Diploma/GED Certificate.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

Other Requirements:

- New Mexico Law Enforcement Academy Application packet must be submitted and approved prior to acceptance to the Academy.
- Must meet the entry level physical & psychological standards of the New Mexico Law Enforcement Academy (NMLEA)
- Must pass a comprehensive medical examination.
- Must pass a comprehensive psychological examination.
- Must pass a comprehensive background investigation.

This position is subject to pre-employment and random drug & alcohol testing in accordance with Sandoval County Personnel Rules and Regulations Article XIII DRUG AND ALCOHOL POLICY AND TESTING- DRUG FREE WORKPLACE.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the assigned Sheriff's Sergeant or Lieutenant and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Attends classroom training sessions, takes notes, and participates in discussions in order to pass examinations required to obtain State Law Enforcement Officer Certification.

JOB DESCRIPTION
Uncertified Sheriff's Deputy

- Completes written, verbal, and skills proficiency examinations for a wide variety of required Law Enforcement Officer skills and knowledge, and demonstrates required levels of proficiency.
- Participates in physical conditioning training and testing; maintains required levels of physical fitness.
- Adheres to New Mexico Law Enforcement Academy rules and regulations.
- Prior to attending the New Mexico Law Enforcement Academy, may be assigned to perform limited law enforcement duties not requiring certification such as providing security, serving subpoenas and official documents, assisting with incident reports and records, or other related duties.

Required Knowledge of:

- County policies and procedures.
- Applicable federal, state and local laws and regulations.
- Safe work practices, occupational hazards and safety precautions.

Required Skill in:

- Maintaining academic and professional standards in accordance with Sheriff's Office policies.
- Reading and understanding training materials and successfully completing written, physical, and skills testing.
- Learning and applying training materials and training instructions accurately and effectively.
- Following verbal and written instructions and procedures.
- Demonstrating proficiency in properly and safely utilizing department-issued firearms; must meet minimum proficiency standards.
- Operating a motor vehicle safely at elevated speeds on a designated track under simulated emergency conditions.
- Utilizing personal computer software programs and other relevant software affecting assigned work.

Physical Demands / Work Environment:

- Work is performed in a classroom environment, at a gymnasium or similar facility, firearms range, driving range and in the field for training exercises.
- Requires strenuous physical efforts and ability to meet physical standards of the New Mexico Law Enforcement Academy (NMLEA).

I _____ (Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date