COUNTY OF LINCOLN
Job Description Form

Division/Department: Sheriff

Job Title: Deputy Sheriff | **Reports to:** Sheriff

Level/Grade: N/A 1 Year Probation Period 20.7867/hr After Probation Period Completed Minimum $20.7867/hr Maximum $26.9794/hr	**Type of position:** ✓ Full-time o Part-time o Temporary/Seasonal o Emergency Hire o Grant/Contract	**Hours: 40 hrs/Week** ✓ Classified o Unclassified

General Description:

The employee plans and performs a wide-range of law enforcement duties involving the performance of patrol duties, investigations of criminal activity and complaints, arrests, cites, interviews, traffic, search and rescue, security, safety, transportation and extradition of prisoners, prepares necessary reports; may also be called on to serve summons, writs and other documents; works with prosecutors in preparing cases for court and may be called on to provide testimony. The employee shall uphold and enforce all state, county ordinances, and local laws of the State of New Mexico. The employee must perform all duties with minimal supervision and may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification. Prior law enforcement experience; must have no felony convictions; and must have no DWI convictions.
- Valid New Mexico State Driver=s License. Must have a good driving record to be insurable for liability purposes.
- Must possess a New Mexico Basic Police Officers Certification or be certifiable by waiver.
- Good communication skills, works well under stress, make complex decisions, follow directions, and good public relations.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment - outdoors, in varied weather condition.
- Telephone, radio, patrol vehicle, calculator, camera, copy machine, firearm, shotgun, baton, flashlight, handcuffs, shackles, lights/siren/PA system, radar gun, first aid kit, fire extinguisher, and shovel; flares, bullet-proof vest, pepper spray, hearing and eye protection.
- Work hazards, or potential work hazards, includes physical confrontation, driving hazards, high speed chases, animals, gunfire, rescue attempts in difficult terrain, and remote possibility of hazardous materials spill.
- May be exposed to exhaust fumes, human and animal odors, dusts, and mists.
- Work schedule shall include shift, evening, weekend, holiday and on-call hours. Travel is required.

Work Environment:

Primary Work Site: Inside (70%) Outside (30%)
Temperature Factors: Depends on Weather Conditions
Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
Vibrations: (x) Body strain from repeated motion or shock (x) Intermittent - minimal
Air Quality Factors: (x) Fumes (x) Dusts (x) Odors
Working Surface: (x) Even (x) Flat/Hard (x) Stairs (x) Ladders
(x) Dry (x) Wet (x) Natural Ground
Relationships with Co-workers: (x) Works alone with or without directions (x) Works with a group

Physical Requirements:

Mobility Factors/Primary Work Position: Walk & Stand (45%) Climb (3%) Crawl (2%)
Sit (45%) Crouch (3%) Kneel (2%)

Specific Movements: Rate Occasionally – X Frequently - XX Constantly - XXX

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs 50 (x) Carry, # of lbs 50#
Arms: (x) Reach (x) With arms extended (x) With arms bent
(x) Carry, # of lb 50#, distance 60' (x) Twist/Rotate (x) Push/Pull, # of lbs 50#
(x) Lift from floor to waist, # of lbs 50# (x) Lift from waist to overhead, # of lbs 50#
(x) Lift horizontally, # of lbs 50# (x) Drag 175 # for 15'
Legs: (x) Lift, # of lbs 50# (x) Balance (x) Twist/Rotate (x) Foot Control
(x) Push/Pull, # of lbs 50# (x) Running Hands: (x) Gross Dexterity
(x) Finger Dexterity (x) Speed required (x) Bilateral Coordination
(x) Grasp/Manipulate
Eyes: (xx) Eye/Hand coordination

Comments on Physical Requirements:

- Must have good vision, hearing, and reflexes.
- Must pass physical agility test, able to handle stress and respond appropriately in stressful conditions.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

Approved: Robert Shepperd October 14, 2016

Date Posted: October 14, 2016 **Date Hired:** _____

Employee Declaration:
I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ **Date:** _____

Date Revised: 07-01-10