

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: DEPUTY - UNCERTIFIED
DEPARTMENT: SHERIFF
SUPERVISOR: SERGEANT
GRADE: 5
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the Sergeant, accomplishes the County's objectives by attending 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. Prior to attending the New Mexico Law Enforcement Academy, may be assigned to perform limited law enforcement duties not requiring certification.

ESSENTIAL FUNCTIONS

- Attends classroom training sessions, takes notes, and participates in discussions in order to pass examinations required to obtain State Law Enforcement Officer Certification.
- 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.
- Performs limited law enforcement duties not requiring certification such as providing security, serving subpoenas and official documents, assisting with incident reports and records, or under the direct or indirect supervision of a full-time sworn Deputy Sheriff, this classification performs certain functions and basic duties of a Deputy Sheriff as assigned.
- Participates actively in staff meetings, as able.
- 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.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Sierra County policies and procedures.
- Sheriff's department policies and procedures.
- New Mexico criminal and traffic codes.
- County, state, tribal, and federal laws, regulations and ordinances.
- Safe work practices, occupational hazards and safety precautions.

SKILL IN:

- 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.

ABILITY TO:

- Maintain academic and professional standards in accordance with Sheriff's Office policies.
- Read and understand training materials and successfully complete written, physical, and skills testing.
- Learn and apply training materials and training instructions accurately and effectively.
- Follow verbal and written instructions and procedures.
- 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.
- Interpret applicable federal, state, county, and local laws, regulations, and requirements.
- 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.
- 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 in a classroom setting or 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.***