

**Job Title: Deputy Sheriff**

This is Classified/Full-Time/Non-Exempt

**Position Summary:**

Performs a wide range of working level professional law enforcement duties intended to secure a safe environment for county citizens and to protect rights as established by federal, state and local laws.

**Operations:**

Takes reports from the public resulting from vehicle accidents, harassment, domestic violence, law breaking, etc.; takes and prepares reports for crime scenes, i.e., violent crimes of passion, homicide, child abuse; prepares various criminal and civil reports; assists in developing and organizing information and records on cases subject to litigation; cooperates with county legal office in determining quality of arrest, evidence, processes and procedures; gives testimony in count, as needed; ma conduct case investigation; sets up and operates DUI checkpoints.

Participates in search and rescue operations; may rappel over steep terrain in order to assist and rescue accident victims or recover bodies.

Conducts motor vehicle operator testing; determines applicant ability to comply with standards for obtaining a driver’s license; passes or fails applicants according to established guidelines.

**Patrol**

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances; assist stranded motorist; checks for suspicious vehicles; determines violations and makes arrests; performs in and lead search and rescue effects.

Manages personal caseload; investigates auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists county coroner concerning death investigation and transportation of bodies, may issue death certifications; delivers death and other emergency messages; serves as backup for officers on possible violent situations.

Performs as full range of law enforcement duties; patrols areas of the county to deter crime and apprehend suspect; patrols assigned roadways to observe traffic for violations of traffic laws and local ordinances; determines violations and makes arrests.

In the absence of a higher ranking officer, assumes leadership role at accident and crime scenes; reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accident.

Responds to crime scenes; may back up or respond to complaints; performs crime scene processing; secures scenes according to standard operating procedures; gathers and packages evidence, i.e., blood, hazardous materials, photos, fingerprints, victim and witness statement; etc.; assures integrity of evidence for submitting to State Crime Lab.

**Investigations**

Performs detective activities related to investigation of criminal cases such as auto theft, armed robbery, homicide, suicide, sexual abuse, lewd & lascivious behavior, etc.; performs advanced investigative functions; performs evidence analysis, crime scene photography, finger printing and identification; performs as lead investigator on complicated cases prepares cases prepares cases for court according to formalized procedures and provides testimony in court, as required; coordinates case preparation with County Attorney.

Conducts undercover narcotics investigative activities; establishes relationships with confidential informants to detect illegal activities; may examine prescriptions and pharmacy’s and physicians’ records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

**Civil Processes**

Participates and/or coordinates the delivery of civil papers as ordered by the courts, including warrants of arrest, garnishments, complaints, summons, affidavit, orders, property attachments, sheriff sales, etc.; assures timely service of the same; arranges and ravels on extraditions to transport prisoners to or from other jurisdictions.

**Transport**

Organizes daily transportation assignments; contacts jail facilities, county attorney, public defender, district attorney, etc., to determine and create schedules; contacts transport personnel and delivers daily briefing of inmates and various transport issues; prioritizes movements of inmates to effectively maintaining working relationship and communication with the courts, clerks, attorneys, detention facilities probation offices and other officers.

Ensures the completion of all transport orders; creates and maintains activity and assignment records related to inmates’ transportation; gathers and logs Transport Officer daily records.

Coordinates with records personnel, as needed, to monitor the current status transport assignments; organizes transport schedules shuttling adult and juvenile inmates to various scheduled appearances or appointments, i.e., court hearings, medical treatment, pharmacies, psychological evaluations, attorney offices, and between jail facilities performs extradition of individuals arrested under a county warrant; coordinates with carious local, state and deferral agencies, as needed.

Participates in intergovernmental and inter-agency agreements for transporting prisoners (shuttle system); arranges transportation; offers testimony in extradition hearings, as needed; performs extraditions, as needed.

Monitors defendant compliance with court applied sanctions; searches and locates defendants for failure to appear at detention center to serve court ordered sentences.

Perform general preventative maintenance transport vehicles; assure proper fluid levels and monitors overall operation; maintains emergency equipment.

All other duties as assigned.

* Collaborate with local government agencies, emergency services, and postal authorities to understand addressing requirements and standards.
* Develop and maintain accurate addressing databases for rural communities, including assigning addresses to new properties and verifying existing addresses.
* Design efficient transportation routes for rural areas, considering factors such as road conditions, terrain, and population density.
* Utilize geographic information systems (GIS) and route optimization software to plan and update rural routes.
* Conduct field surveys to verify addressing information, assess road conditions, and identify potential route improvements.
* Coordinate with stakeholders to resolve addressing discrepancies and ensure compliance with addressing standards.
* Provide technical support and training to field staff and community members on addressing procedures and GIS tools.
* Monitor route performance and recommend adjustments to improve efficiency and response times.
* Stay informed about changes in addressing regulations and best practices for rural addressing.
* Performs other duties as required.

**Qualifications**

* Previous experience in rural planning, GIS analysis, or addressing management is advantageous.
* Strong understanding of rural geography, including land use patterns and transportation networks
* Excellent analytical and problem-solving skills
* Attention to detail and accuracy in data management.
* Knowledge of addressing standards and regulations, including E-911 requirements, is desirable.

**License Requirements:**

Valid New Mexico Driver’s License

**Acknowledgment:**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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