# **COUNTY OF LINCOLN**

### **Job Description Form**

**Division/Department:** Sheriff

Job Title: Deputy Sheriff Reports to: Sheriff

Level/Grade: N/A

1 Year Probation Period \$22.05/hr

After Probation Period Completed Minimum \$22.0526/hr Maximum \$28.6225/hr Type of position:

- ✓ Full-time
- o Part-time
- o Temporary/Seasonal
- o Emergency Hire
- o Grant/Contract

Hours: 40 hrs/Week

✓ Classified

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:		
Vibrations: (x) Body strain fro Air Quality Factors: (x) Fumes Working Surface: (x) Even (x) Dry	Outside (30%) her Conditions te levels which interrupts conversation m repeated motion or shock (x) Dusts (x) Flat/Hard (x) Stairs (x) Wet (x) Natural Ground rks alone with or without directions	<ul> <li>(x) Intermittent - occasional</li> <li>(x) Intermittent - minimal</li> <li>(x) Odors</li> <li>(x) Ladders</li> <li>(x) Works with a group</li> </ul>
Physical Requirements:		
Mobility Factors/Primary Work Position:	Walk & Stand (45%) Climb (3%) Sit (45%) Crouch (3%)	
<b>Specific Movements: Rate Occasionally</b>	- X Frequently - XX	Constantly - XXX
Trunk: (x) Bend (x) Twist/Rotate Arms: (x) Reach (x) With arms exter (x) Carry, # of lb 50#, distance 60 (x) Lift from floor to waist, # of lbs (x) Lift horizontally, # of lbs 50# (x) Lift, # of lbs 50# (x) Push/Pull, # of lbs 50# (x) Finger Dexterity (x) Grasp/Manipulate Eyes: (xx) Eye/Hand coordination  Comments on Physical Requirements:  • Must have good vision, hearing, and ref • Must pass physical agility test, able to he	(x) Push/Pull, # of lbs 50  nded (x) With arms bent  ' (x) Twist/Rotate  s 50# (x) Lift from waist to overhead, # of  (x) Drag 175 # for 15'  (x) Balance (x) Twist/Rotate  (x) Running Hands:  (x) Speed required  flexes.  nandle stress and respond appropriately in ployment Physical Examination and Dragon in the content of the content o	(x) Carry, # of lbs 50#  (x) Push/Pull, # of lbs 50#  of lbs 50#  (x) Foot Control (x) Gross Dexterity (x) Bilateral Coordination
Approved: Sheriff Michael Wood		
Date Posted: November 1, 2021	Date Hire	ed:
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