

**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  
 Part-time  
 Temporary/Seasonal  
 Emergency Hire  
 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.

