

**SANDOVAL COUNTY NOTICE OF POSITION  
ADA SPECIFICATIONS FORM**

REQUISITION NO:  
POSITION TITLE: **Certified Deputy**  
DIVISION: County Sheriff's Department  
SECTION: County Sheriff's Office  
REPORTS TO: Sergeant  
CLASSIFICATION: Full Time Non-Exempt/Rotating General Hours  
WAGE LEVEL: \$18.2355 Hourly  
DATE JOB OPENS: April 21, 2003  
DATE JOB CLOSES: April 25, 2003

**\*\*NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

**MINIMUM QUALIFICATIONS**

1. High School diploma or G.E.D.
2. Previous law enforcement experience or reserve training not necessary, but preferred.
3. Must possess valid New Mexico Driver's License with no prior DWI's for three years. In addition, must have no prior felonies.
4. Ability to communicate orally and in writing in English. Basic oral communications skills in Spanish preferred.
5. Ability to qualify and maintain proficiency with firearm for both day and night.
6. Must have good vision, hearing and reflexes. Must pass agility test prior to hire.
7. Ability to handle stress and respond appropriately in stressful situations.
8. Ability to perform the essential duties listed below.
9. Ability to work in the work conditions described below.
10. Ability to work with the equipment, tools, and materials listed below.

**ESSENTIAL DUTIES**

1. Performs a wide range of patrol duties, as assigned, to enforce various laws and ordinances, and to protect the general public's constitutional rights, as provided for under county, state, tribal and federal laws.
2. Works from rotating shift patrol assignments, to operate a patrol vehicle in a designated district of the County, with full responsibility for proper personal conduct and enhancement of the county's police image, while carrying out the duties of law enforcement being ever mindful of the constitutional rights of the citizenry, both on and off duty. Maintains radio contact in accordance with regulations.
3. Duties may involve routine traffic control in areas not afforded normal police protection, as well as in certain Pueblos under contract to the County.
4. Routine traffic control may involve the apprehension of persons apparently disobedient of traffic and driving laws and regulations.
5. Assist in the operation of checkpoints and roadblocks to apprehend escaped or wanted criminals, DWI's, unlicensed or otherwise illegal vehicle operators, drug traffickers, etc.
6. May also be called upon to investigate domestic difficulties, highway accidents, and other situations needing attention.
7. Coordinates and cooperates as necessary with other policing agencies. This may involve special conditions such as undercover personnel involving drugs and other related instances and investigations involving homicide, and other felony investigations.
8. Must be able to correctly judge situations and determine appropriate level of force to be utilized.
9. As necessary, off-duty personnel may be called in to work.
10. May be called on to appear as a witness in a court of law.
11. Prosecute minor misdemeanor offenses, such as traffic violations and DWI's.
12. Transports detained persons to court to Detention Centers.
13. Protects or escorts witnesses or victims assigned to them.
14. May also be assigned to provide escort service for parades, or in the movement of major vehicles or projects over highways where safe passage is required.
15. Deliver summons, other writs and documents.
16. Remains constantly aware of various laws and related changes, making investigations within own authority, and communicates information to higher authority, and to protect evidence until released.
17. Served in the area of animal control, perhaps impounding animals, setting up traps, and disposal.
18. May be required to administer first aid.
19. Files various reports in an adequate manner, ensuring proper details.
20. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.