

COUNTY OF OTERO

DEPUTY SHERIFF I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of responsible law enforcement and crime prevention work; to patrol assigned areas, answer calls and complaints and investigate crimes; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from sworn deputies and supervisory staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to the following:*

Essential Functions:

1. Perform the full range of patrol duties; protect life and property; enforce all State Statutes, Federal Laws and County Ordinances that apply, check suspicious vehicles and persons; assist other agencies as necessary.
2. Respond to a variety of emergency and non-emergency calls, including traffic, assault/domestic situations, burglary/larceny, child abuse/rape, arson, bar fights/disturbances, homicide/accidental death, natural death, drug interdiction, and white collar crimes.
3. Maintain awareness of appropriate procedures as it relates to crimes, including use of force, arrest, jail bookings, defensive tactics, pursuit driving, roadblocks, urgent calls, domestic violence, citations, and related procedures.
4. Perform search and investigation activities involving interviewing suspects and victims, applying for search and arrest warrants, affidavits, and investigating cases.
5. Perform routine crime scene investigations; collect evidence at a crime scene, take photographs and draw diagrams, retain latent and patent fingerprints, prepare evidence for court, make court appearances and testify in court.
6. Investigate arson calls, secure crime scenes, collect evidence, determine cause and manner, and follow up as necessary.
7. Perform a variety of community service type functions, including delivering subpoenas, summons, warrants, and writs, transport prisoners, and serve as court security; assist with animal

control functions necessary.

8. Render first aid as necessary; assess injuries and determine appropriate treatment within first aid guidelines and procedures.

9. Coordinate and maintain effective relationships with the public, other law enforcement agencies, coordinate with Federal Law Enforcement, make school and other civic appearances.

Marginal Functions:

1. Assume responsibility for special assignments.

2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS:

No felony convictions, indictments, or misdemeanor convictions that effect moral character. No convictions for any DWI, reckless driving, or any other multiple offense. (Multiple offense is defined as three or more convictions for the same or similar offenses in a one year period.)

Ability to learn:

Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.

Principles and practices of search and seizure and preservation of evidence in traffic and criminal cases.

Types of narcotics, other controlled substances, and paraphernalia.

Ability to:

Serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations.

Observe accurately and remember names, faces, numbers, incidents and places.

Proper use and care of firearms.

Interpret and apply federal, state, and local policies, procedures, laws and regulations.

Respond to requests and inquiries of the general public. Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain mental capacity, which allows the capability of:

Exercising sound judgment and rational thinking under normal or dangerous circumstances.

Evaluating various options and alternatives and choosing an appropriate and reasonable course of action.

Demonstrating intellectual capabilities during training and testing processes.

Maintain physical conditioning appropriate to the level of assigned duties and responsibilities which may include the following:

- Effective arrests.

- Subduing resisting individuals.

- Chasing fleeing suspects.

- Running, walking, crouching or crawling during emergency or training conditions.

- Moving equipment and injured/deceased persons or animals.

- Climbing stairs/ladders/fences.

- Performing life-saving and rescue procedures.

- Walking, standing or sitting for extended periods of time.

- Operating assigned equipment and vehicles.

Effectively deal with personal danger, which may include exposure to:

- Armed and dangerous persons.

- Dangerous animals.

- Communicable diseases.

- Hazards of emergency driving.

- Hazards associated with traffic control and working in and near traffic.

- Natural and man made disasters.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.

- Communicating with others.

- Reading and writing.

- Operating assigned equipment and motor vehicles.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. At typical way to obtain the knowledge and abilities would be:

Experience: Not required.

Training: Equivalent to completion of the twelfth grade.

License or Certificate: Possession of, or ability to obtain an appropriate valid New Mexico drivers license.

Possession of, or ability to obtain, a current Certificate of Law Enforcement issued by the New Mexico Law Enforcement Academy.

WORKING CONDITIONS:

Environmental Conditions: Work in an office or emergency peace control environment; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; may be exposed to emergency and disaster situations; may work in stressful situations.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running, walking, crawling, climbing, stooping and lifting for prolonged periods of time; and in operating a motorized vehicle.