

COUNTY OF LINCOLN
Job Description Form

Division/Department: Sheriff

Job Title: Uncertified Deputy Sheriff

Reports to: Sheriff

Level/Grade: N/A
Minimum \$23.3758/hr

Type of position:

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

Hours: 40 hrs/Week

- Classified
- Unclassified

General Description:

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excluded them from the position if the work is similar, related or a logical assignment to the position.

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 New Mexico State Statues and Lincoln County ordinances. 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. Must have no felony convictions; and must have no DWI convictions in the last three years.
- Must be 21 years of age at time of employment.
- Must be a U.S Citizen.
- Valid New Mexico State Driver's License or obtain a New Mexico driver's license within 30 days of hire. Must have a good driving record to be insurable for liability purposes.
- Must complete the New Mexico 16-week Police Academy within one year and complete a full field training program.
- Good communication skills, work well under stress, make complex decisions, follow directions, and good public relations.
- Must pass an entry level physical exam: After the application has been submitted, an LCSO recruiter will contact you. The recruiter will go over your application with you, then schedule the physical fitness test and written test in Lincoln County.
- Minimum standards are as follows. 1.5-mile run – Above 6000 ft elevation. 15:54 min, below 6000 ft elevation. 15:14 min 300-meter sprint – 71 sec. Push-ups – 15 reps minimum in 1 min Sit-ups – 27 reps minimum in 1 min.
- Must pass a written test comprised of an assessment of reading comprehension, grammar, and mathematics of 70% or higher.
- Must pass a oral interview, a panel consisting of Lincoln County Sheriff's Office personnel.
- Must pass a psychological medical screening The next steps in the process, are the psychological evaluation and medical screening. To include vision, hearing, and drug-screening test.
- Must pass an extensive background investigation

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, AR-15, 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, taser.
- 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:

Primary Work Site: Inside (70%) Outside (30%)
 Temperature Factors: Depends on Weather Conditions
 Noise Factors: (x) Sufficient noise levels which interrupts conversation (x) Intermittent - occasional
 Vibrations: (x) Body strain from repeated motion or shock (x) Intermittent - minimal
 Air Quality Factors: (x) Fumes (x) Dusts (x) Odors
 Working Surface: (x) Even (x) Flat/Hard (x) Stairs (x) Ladders
 (x) Dry (x) Wet (x) Natural Ground
 Relationships with Co-workers: (x) Works alone with or without directions (x) Works with a group

Physical Requirements:

Mobility Factors/Primary Work Position: Walk & Stand (45%) Climb (3%) Crawl (2%)
 Sit (45%) Crouch (3%) Kneel (2%)

Specific Movements: Rate Occasionally – X Frequently - XX Constantly - XXX

Trunk: (x) Bend (x) Twist/Rotate (x) Push/Pull, # of lbs 50 (x) Carry, # of lbs 50#
 Arms: (x) Reach (x) With arms extended (x) With arms bent
 (x) Carry, # of lbs 50#, distance 60' (x) Twist/Rotate (x) Push/Pull, # of lbs 50#
 (x) Lift from floor to waist, # of lbs 50# (x) Lift from waist to overhead, # of lbs 50#
 (x) Lift horizontally, # of lbs 50# (x) Drag 175 # for 15'
 Legs: (x) Lift, # of lbs 50# (x) Balance (x) Twist/Rotate (x) Foot Control
 (x) Push/Pull, # of lbs 50# (x) Running Hands: (x) Gross Dexterity
 (x) Finger Dexterity (x) Speed required (x) Bilateral Coordination
 (x) Grasp/Manipulate
 Eyes: (xx) Eye/Hand coordination

Comments on Physical Requirements:

- Must have good vision, hearing, and reflexes.
- Must pass physical agility test, able to handle stress and respond appropriately in stressful conditions.
- Must pass a conditional post-offer of employment Physical Examination and Drug Analysis Test.
- Subject to random drug and alcohol testing.

Approved: Sheriff Michael Wood

Date Posted: 11/21/2022

Date Hired: _____

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: _____