

## MCKINLEY COUNTY VACANCY ANNOUNCEMENT

**POSITION:** Deputy I/II (Patrol)  
#MCS-015

MC-2012-03  
**Vacancy Announcement**

**SALARY RANGE:** PL-05, \$15.27 - \$17.70 pr hr

February 8, 2012  
**Opening Date**

**LOCATION:** Office of the Sheriff  
Gallup, New Mexico

February 29, 2012  
**Closing Date**

**AREA OF CONSIDERATION:** Open to All Applicants

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The County of McKinley is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness and qualifications **without regard** to race, national origin, political affiliation, religious faith or absence thereof, sex, age, or disability, or any other non-merit factors.

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**You can contact this office by telephone at 505, 722-3868, Ext. 1011.**

**HOW TO APPLY:** All applications and accompanying documents must be received on the closing date or earlier. All application materials received will remain property of this office and will not be returned, nor will copies be made. Tele-faxed applications will not be accepted. (Office hours are from 8:00 am to 5:00 pm each workday of the week). Applicants must provide the following documents.

1. McKinley County Application for Employment form, MCForm-010 (02/99).
2. Copies of college transcripts; if you wish to substitute related education for experience. Otherwise, education will not be credited.

Applicants must possess (or become eligible for) a valid Driver's License and must have a good driving record for insurance purposes.

Application packages may be mailed or hand-carried to the following address:

County of McKinley - PERSONNEL OFFICE  
McKinley County Courthouse Building  
207 West Hill Avenue - Third Floor  
P.O. Box 70  
Gallup, New Mexico 87305

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One application package is required for each announcement. **IF YOU DO NOT SUBMIT A COMPLETED APPLICATION PACKAGE, CONSIDERATION WILL NOT BE GIVEN.**

**DUTIES:** The incumbent is responsible for the enforcement of Federal, State and local traffic and criminal codes, law ordinances and statutes. Incumbent takes effective law enforcement action to prevent crime through an alert, visible law enforcement presence, to stop illegal acts as they occur, and to preserve the peace, safety and order within the community served. Works closely with other law enforcement agencies, which include Federal, State, City, and Tribal organizations. Patrols areas of assignment in patrol vehicle, performing routine duties, investigating suspicious situations and taking appropriate action. Examples include: Building checks, stopping traffic violators and issuing citations, testing and arresting intoxicated drivers, assisting stranded

motorists, checking abandoned vehicles, picking up abandoned minors and runaways, taking intoxicated persons into protective custody and clearing the road of injured or dead animals or other obstructions. Responds to trouble calls, either as first officer responding or as backup to another officer. Examples include: investigation accidents, family disturbances, burglaries, robberies, homicides, unattended deaths, property damage, vandalism, child abuse assault and battery, rape, search and rescue operations, crowd control, hit and runs, attempted suicides, etc. Conducts investigations of accidents, misdemeanors and minor crimes; call for backup and emergency vehicles, administers first aid, secures the scene, obtains physical evidence, seeks out and questions witnesses and suspects, takes detailed measurements and photographs. Issues citations or makes arrests, as appropriate. Prepares detailed investigative reports. In the case of major crimes, unattended deaths and serious accidents involving deaths, controls scene until investigators arrive and assists in investigation as requested. Takes persons arrested into custody, books, fingerprints, photographs and files formal charges as necessary. Assists with service of Federal, State and local warrants, subpoenas and other court papers. Testifies at hearings and trials in Federal, State, local and Tribal courts; prepares and submits reports of incidents and traffic accidents, daily activities and other narrative and statistical reports as required. As needed the incumbent is assigned to serve or process a variety of civil paper, such as summons, subpoenas, eviction execution and restitution, etc. Makes every effort to locate person or persons to whom the papers are to be delivered wherever they happen to be found. Serves paper and attempts to obtain a signed receipt. If this is not possible, documents date and time of service. As a certified officer, handles the more sensitive or volatile situations such as writs of replevin or restitution where there is a court order to repossess specific property, dollar amounts or property of equal value. May be required to research County records to furnish the owner with copy. If no property is found, returns the writ nullabona. Executes eviction notice when required, including physically removing persons(s) from premises. Other miscellaneous duties include: transporting prisoners both adults and juveniles and mental patients in town and in and out of state as required; coordinating traffic and/or crowd control for funerals, ceremonials, parades and other large gatherings; setting up and conducting road blocks to check for proper licenses or wanted persons; participating in drug raids and surveillance operations; responding to calls for assistance from sick or injured persons; delivering death and emergency messages; checking on the welfare of people who live in isolated areas; accompanying social workers in child abuse or battered family cases; checking illegal movement of livestock, cutting of firewood or poaching; and may provide on the job training to new recruits. Incumbent is required to attend quarterly firearms qualification training and other periodic training or conference on new or changed laws, rules and procedures. Maintains uniform for a clean, orderly appearance. Maintains weapons and other equipment in good working order. Insures that assigned patrol vehicle is cleaned and serviced periodically and the repairs are accomplished as needed. Performs other duties as assigned.

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**Qualification Requirements:** Must be certified by the State of New Mexico as a law enforcement officer. High School diploma or GED equivalent and any combination of college education, training and experience in progressively responsible law enforcement work equal to three (3) years, of which a minimum of two (2) years experience must have been spent as a certified law enforcement officer. Certification for the operation of the breathalyzer in current use by the Department. Certification for the operation of the RADAR equipment in current use by the Department. Certification in C.P.R. and First Aid. Must possess a valid Driver's License and be insurable for liability purposes.

**Conditions of Employment:** Incumbent must pass a conditional post-offer of employment Physical Examination, a conditional post-offer of employment Drug Analysis Test, is subject to an annual post-employment Physical Examination, must successfully complete the post-offer employment Background Investigation. The incumbent of this position must not have any felony convictions or any other type of convictions involving moral turpitude.