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# Compliance Officer

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP303** | **Legal & Compliance** | **Compliance Officer** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$61,339.00 - $96,866.00** | **September 18, 2026** |

The Compliance Officer develops and administers policies and procedures consistent with New Mexico State Statutes and County Ordinances for personnel, budget, and planning. The officer assists management with coordination and supervision of office services, personnel, budget preparation, and reports. The officer ensures all receipts and disbursements to and from the Treasury comply with appropriate laws, rules, and regulations.

## BCSO

The Compliance Officer develops, analyzes, and researches all aspects of the operations of the Bernalillo County Sheriff's Office to determine compliance with New Mexico State Statutes and County Ordinances. They develop and administer policies and procedures consistent with all Office accountability standards, appropriate laws, rules, and regulations. They assist management with coordination and supervision of office services, personnel, and reports.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Assists management in ensuring all functions and procedures of the Treasury meet statutory requirements based on findings; recommends changes or modifications in procedures.
- Assists management in coordinating and supervising office services, personnel, budget preparation, and reports.

- Ensures that all receipts to and disbursements from the Treasury comply with applicable laws, rules, and regulations.
- Assists in developing, proposing, drafting, and implementing new internal policies and procedures. Compiles and maintains the policy and procedures manual for the Treasury.
- Analyzes general operating procedures and makes recommendations to increase efficiency and improve productivity. Evaluates the job efficiency of all staff positions.
- Assists the Treasurer in developing and maintaining the annual budget.
- Researches, develops, and analyzes all vendor contracts to ensure compliance with state and county purchase agreement laws.
- Originates and coordinates all pertinent inter-departmental correspondence related to policies, procedures, and personnel management.
- Trains personnel and ensures all work is completed according to accepted procedures.
- Performs other job-related duties as required or assigned.

## FUNCTIONAL AREA

## BCSO

- Assist management in ensuring all functions and procedures of the Bernalillo County Sheriff's Office meet statutory requirements based on findings; recommend changes or modifications in procedures.
- Assist with the development and monitoring of compliance through direct inspections, audits, and evaluations of operations, policies, and procedures of the Bernalillo County Sheriff's Office to increase public safety, promote constitutional policing practices that safeguard individual civil liberties, and increase public confidence in the public safety organization.
- Identify, analyze, and interpret trends or patterns in large and/or complex data sets. Evaluate the Office's performance and compliance with applicable laws, rules, and procedures in call responses, investigations, and report preparation/submission.
- Monitor the development and compliance of existing and new internal policies and procedures.
- Analyze general operating procedures to increase efficiency and improve productivity.
- Train personnel and ensure that all work is completed in accordance with approved policies and procedures.
- Create and sustain data-driven approaches to facilitate the management of the Department.
- Manage the creation of data-driven management reports to provide the Sheriff's Office with information about a unit's effectiveness.
- Develop policy recommendations to address deficiencies identified through data analysis.
- Monitor public transparency efforts.
- Lead the Sheriff's Office's data-driven management reporting capabilities to identify or support needed resources.

- Partner in implementing major technology initiatives to ensure the historical and ongoing continuity of all data analytics systems.
- Handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- Recognize that any one position may not include all duties listed; allocation of duties depends on the amount of time spent performing essential functions.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration or related field.
- Five (5) years of work experience in office management, personnel supervision, financial management, or a related field.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SHERIFF'S OFFICE

- Bachelor's degree in Public or Business Administration, Criminal Justice, or other related fields.
- Work experience in office management, personnel supervision, financial management, governmental oversight, auditing/ investigations, or prior legal experience in the areas of ethics, criminal, civil rights, or labor/ employment law/ or related field.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### PREFERENCES

- Bilingual (English and Spanish) preferred.

## SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Incumbent, as a condition of employment, must maintain their current New Mexico Peer Support Certification at the time of hire.

## WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in the performance of essential duties, and the worker is exposed to natural weather conditions while performing outdoor duties.
- Duties are performed on an even, usually dry surface, which may be concrete, tile, or carpet.
- Employee works with a select team without direct supervision and at times may work with a large group of people.
- Work hazards or potential work hazards include those of a treatment facility environment, with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.
- Employee may be required to work flexible hours.

## EQUIPMENT, TOOLS, AND MATERIALS

- A telephone, calculator, computer, fax machine, and photocopying machine are used in the performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.
- May operate a county vehicle as assigned.