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Executive Assistant to Sheriff

JOB CODE	JOB FAMILY	PROFILE
JCP219	**Business Services & Support**	**Executive Assistant to Sheriff**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**February 13, 2026**

The Executive Assistant to the Sheriff performs high-level administrative duties in support of the department's mission and objectives. Coordinates department functions to ensure the effective and timely delivery of services. Manages a detailed calendar for the Sheriff, including meetings and activities that require attention and follow-up. Establishes priorities, communicates assignments, and ensures deadlines are met. Supervises assigned administrative staff and provides support through research, analysis, and preparation of materials for meetings and briefings.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate the Sheriff's detailed calendar, including meetings and activities requiring attention and follow-up.
- Establish priorities and communicate assignments to staff to ensure follow-up and adherence to deadlines.
- Research, analyze, and compile information for review and use by the Sheriff in meetings and briefings.
- Represent the Sheriff by providing accurate information, resolving complaints, interpreting policies, and responding to inquiries from public officials, the media, and the public.
- Assist in developing budgets and operational goals; monitor division performance and track budget activity.
- Draft, edit, and format documents such as agenda items, resolutions, ordinances, RFPs, MOAs, and contracts. Prepare correspondence, reports, packets, graphs, and spreadsheets.

- Research, analyze, and track law enforcement-related items, including proposed legislation; schedule hearings and respond to inquiries from public officials.
- Handle confidential matters, including grievances and other personnel issues.
- Maintain and organize official and confidential records and documents.
- Schedule training and travel; order supplies and services; and manage incoming mail.
- Organize workload, set priorities, and meet critical deadlines.
- Supervise, train, and direct assigned clerical support staff.
- *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 Management, Business Administration, Public Administration, or a related field.
- Two (2) years of work experience with excellent computer skills.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Background must reflect database and spreadsheet experience.
- Must pass color acuity test (cannot be colorblind).

SCREENING AND COMPLIANCE

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

- Successful completion of a post-offer employment medical examination.
- 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.

WORKING CONDITIONS

- All essential duties are performed indoors.

- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Challenging work environment.
- Ability to meet multiple task deadlines.
- Flexible work hours required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of other paperwork, and a wide variety of basic office supplies.