Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Lieutenant

JOB CODE	JOB FAMILY	PROFILE
JCM415	**Public Safety**	**Lieutenant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$37.78 - $59.66**	**July 16, 2026**

The Lieutenant, under the direction of the Division Commander (Captain), performs the duties of commanding officer of a section or shift/stations. Directs, organizes, plans, and controls activities of the section or function to which assigned.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, organizes, and plans all work of the section or function and supervises all assigned personnel.
- Monitor and evaluate the performance of immediate subordinates and review performance evaluations of other subordinate personnel assigned to the Commander.
- Prepares, reviews, and forwards reports, records, statistics and other data generated by subordinates to the Division Commander to which assigned as required.
- Performs administrative duties as directed by the Division Commander.
- May serve as Acting Captain in accordance with Sheriff's policy.
- ***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

- High school diploma or GED.
- Must have at least five (5) years of experience as a certified law enforcement officer, be currently a Sergeant with the Bernalillo County Sheriff's Department and have at least two (2) years in that grade.
- Must have a Mid-management Certificate from the New Mexico Law Enforcement Academy.
- Must have an Associate's degree from an accredited college or university in police science or related field.
- Years of experience as a Sergeant in the Sheriff's Department will qualify for education on a two-for-one basis.
- Knowledge of the principles and practice of modern law enforcement administration, including the principles of organization and management, training and budgeting processes, and the methods of patrol and investigation.
- Knowledge of the policies and procedures of the Sheriff's Department, federal and state laws, and County ordinances in effect including those related to arrest and evidence.
- Skill in the use and care of firearms and the techniques of obtaining information through interrogation, investigation and observation.
- Ability to plan, assign, supervise, and review the work of others.
- Ability to understand and implement written and oral instructions and prepare clear, concise reports. Ability to enforce laws, ordinances, and regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective relationships with fellow employees, County officials, and the general public.

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

SUPPLEMENTAL INFORMATION

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.

WORKING CONDTIONS

- The majority of essential duties are performed indoors in a temperature-controlled environment.

- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration factors, particularly while in the squad car.
- Worker may be exposed to a variety of fumes, odors and gases in the performance of essential duties.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Worker may perform duties alone, or as part of a select team.
- Work hazards include high stress level of job, operation of vehicle at potentially high speeds and exposure to bodily harm or possible death in performance of certain job duties.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, typewriter, photocopy machine, pager and two-way radio.
- Equipment and materials used to perform patrol duties include a law enforcement vehicle, two-way radio, officer’s uniform and badge, body armor, duty belt, firearm, baton, traffic vest, flashlight, helmet or riot shield, first aid kit, fire extinguisher, flares, gloves and mouthpiece for performance of cardio-pulmonary resuscitation.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to communicate verbally with superiors, co-workers and the general public.
- Must be knowledgeable of and able to apply knowledge concerning laws, regulations and safety.
- Employee must be able to communicate orally and in writing in English.
- Must be able to write reports and narratives in proper format using correct punctuation, spelling and grammar.
- Must be able to speak effectively before a group of people using correct English.

- Must be able to understand such concepts as ratios, proportions and percentages.
- Must possess basic math skills.
- Must be knowledgeable of all traffic laws and regulations.
- Must be able to accurately estimate distances in order to maintain safety while operating equipment.
- Must be able to plan and direct the work of others as well as being able to plan own work.
- Must be able to use tact and courtesy in working with a wide range of individuals, sometimes under tense or extreme circumstances.
- Must possess good judgement for quick action in emergency situations.
- Must possess the adaptability to perform a variety of duties, often changing from one task to another task of a different nature without loss of efficiency or composure.
- Must possess the ability to understand and apply knowledge of policies and procedures of the Sheriff's Department, County Ordinances.
- Must possess the ability to analyze situations in order to take effective and reasonable courses of action.

PHYSICAL FUNCTIONS

- Must occasionally be able to stand/walk for up to eight (8) hours per day with periodic breaks.
- Must be able to sit up to eight (8) hours per day with periodic breaks.
- Must be able to kneel and crouch for short periods on an occasional basis as needed when performing essential duties.
- Must be able to drive, enter and exit squad car on a frequent basis as needed.
- Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis when performing essential duties.
- Must be able to push/pull with arms with sufficient force to drag or restrain persons of varying strengths and size as needed.
- Must be able to work with arms extended on a frequent basis.
- Must be able to use legs to lift, restrain, or drag individuals as needed.
- Must be able to use legs to maintain balance in the performance of essential duties, sometimes in emergency situations.
- Must be able to use hands and fingers to grasp/manipulate equipment, persons, and materials as needed in performance of essential duties.
- Must be able to coordinate the use of hands and eyes in the operation of a vehicle, operation of equipment, and the performance of other essential duties.
- Must be able to pass the Bernalillo County Sheriff's Department physical agility test.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a Com**mercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.