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

Registered Nurse

JOB CODE	JOB FAMILY	PROFILE
JCV704	**Health and Social Services**	**Registered Nurse**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**September 16, 2026**

The Registered Nurse (U) maintains accurate and complete health care records and reports. Responsible for conducting medical screenings of all incoming residents, scheduling and performing daily sick calls for juvenile residents. Administers medications, monitors side effects and reactions, prescribes assistive medical devices, and records patient vital signs and medical information. This position works at the Youth Services Centers and the Community Mental Health Clinic.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts medical screenings of all incoming residents.
- Schedules and performs daily sick call for juvenile residents.
- Administers prescribed medications and treatments according to approved nursing techniques and the physician’s orders.
- Maintains and updates appropriate databases to document pharmaceutical and laboratory protocols, clinic activities, and other health maintenance records.
- Monitors and reports on medical medications to ensure compliance with federal, state, and other applicable guidelines.
- Keeps medication and other health-related records.
- Represents the County as an expert witness in court cases.

- Advises staff on residents' medical conditions and/or special dietary requirements.
- Provides first aid and medical care in emergencies.
- Determines when to call a physician and assists during patient examinations.
- Draws blood and performs smear and culture tests.
- Assists staff with telephone triage at both facilities.
- ***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

- Associate's Degree from an accredited School of Nursing.
- Registered Nurse (RN) license from the State of New Mexico.

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.
- Employee must pass a background investigation.
- Must have a current certification in CPR.

WORKING CONDITIONS

- All work is performed indoors in a temperature-controlled environment.
- Duties are performed on an even, usually dry surface, which may be concrete, tile or carpet.
- Work hazards include handling of medical wastes, cultured-slide products, blood or body wastes, and/or pathogenic materials; possibility of personal injury from violent residents.

- Duties are performed in a locked facility.
- Employee may be required to do shift work.
- Employee must be able to work at different facilities.
- Work hazards or potential work hazards include working in assignments and areas possibly exposed to infectious disease which require the use of an OSHA approved respirator.

EQUIPMENT, TOOLS AND MATERIALS

- Utilizes diagnostic and medical laboratory equipment in performance of duties, such as stethoscope, ophthalmoscope, otoscope, microscope, centrifuge, incubator and sterilization equipment; rubber gloves, radio, and keys required to function in a locked facility.
- Materials and products handled include various medications and medical supplies, medical forms and office supplies.

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 **Commercial 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.