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Sergeant

JOB CODE	JOB FAMILY	PROFILE
JCM219	**Public Safety**	**Sergeant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**July 27, 2026**

The Sergeant, under the direction of the shift commander, section/station commander or division commander, depending upon assignment, performs the duties of a first line supervisor and supervise the activities of a section or unit. Schedule and control the activities of the section to which assigned to supervise.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise and direct the activities of subordinates within a section or unit.
- Assign and schedule work to ensure proper operation of section or unit.
- Review and evaluate the work of subordinates for effectiveness, efficiency, and adherence to established policies and procedures.
- Brief subordinates regularly on policy, procedures, bulletins, and other information.
- Prepare, review, approve, and forward all reports as directed by the Commanding Officer.
- Inspect equipment and prepare all required inspection reports.
- Recommend to Commanding Officer that commendations be made or disciplinary action be taken.
- May serve as Acting Lieutenant 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

- Must have completed the County or State Law Enforcement Academy or other law enforcement training program approved by the NMLEA.
- Must be a Deputy Sheriff with Bernalillo County Sheriff's Department with at least four (4) years of current continuous employment as a Deputy Sheriff.
- Knowledge of the principles and practices of supervision and training.
- Knowledge of modern methods and policies and procedures of the Sheriff's Department.
- Knowledge of County ordinances, including those relating to interrogation, interviewing, testimony, identification, evidence, and arrest.
- Knowledge of the geography of the County and of the location of important buildings and areas requiring various polices services.
- Skill in the use and care of firearms.
- Skill in the techniques of obtaining information through interrogation, investigation and observation.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports.
- Ability to assign and review the work of subordinates in a manner conducive to full performance and high morale.
- Ability to develop productive work relationships with subordinates, superiors, Department employees, County officials, and the general public.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action.
- Must be able to communicate effectively in both oral and written English.

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 CONDITIONS

- Essential duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment.
- 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, both with and without directions from supervisor.
- Other duties are performed as part of a select team or as part of a group of individuals.
- 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 ask questions of supervisors and be able to listen to and follow verbal directions in English.
- Must be able to read and understand written directions in English.
- 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 narrative 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 posses 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 posses good judgement for quick action in emergency situations.
- Must posses 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 posses the ability to understand and apply knowledge of policies and procedures of the Sheriff's Department, County Ordinances.
- Must posses the ability to analyze situations in order to take effective and reasonable courses of action.

PHYSICAL FUNCTIONS

- Must be able to stand/walk for up to eight 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 cars on a sometimes-constant basis while on duty for up to eight (8) hours total per day.
- 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 up to two hours at one time and up to eight (8) hours total per day.
- 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 physical agility test, involving the following activities in the time frame deemed appropriate for the employee's age: Walk a 20 foot balance beam; run 10 yards; jump six foot cinder block wall; run 50 yards; go through a 30 inch window; around a wall; then through another 30 inch window; climb an eight foot chain link fence; run another 377 yards; pull arrest simulator down and hold three seconds; run 3 yards; pull 165 pound body bag 20 feet; push full size police car 20 feet on asphalt or concrete surface (time limit one minute); scale, without running start, a six foot cinder block wall (time limit 30 seconds); complete one and one-half mile run within national aerobic category according to age.

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.