Human Resources
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Sheriff

JOB CODE	JOB FAMILY	PROFILE
JCM907	**Executive Management**	**Sheriff**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**November 4, 2026**

The Sheriff provides support in crime reduction, data analysis, quality assurance, special projects, and supervision of law enforcement and other assigned personnel across all bureaus of the department, as required.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers law enforcement activities for all assigned bureaus as a commander.
- Plans daily operations, assigns and directs personnel, and conducts performance evaluations to ensure compliance with law enforcement standards.
- Ensures adherence to all policies and procedures, rules and regulations, special orders, standing orders, and legal requirements of the Sheriff's Office.
- Establishes effective quality control and data analysis practices. Provides leadership while planning, evaluating, and observing staff to ensure professional skills are used to meet operational goals.
- Meets regularly with Chief Deputies or Division Commanders to identify, discuss, and resolve operational issues.
- Enforces the chain-of-command and ensures Deputies operate in accordance with professional ethics and accepted law enforcement procedures.
- Analyzes new laws, methods, and technological advancements in crime detection, prevention, and law enforcement to improve departmental effectiveness and compliance.

- Prepares reports and planning materials.
- Performs special projects as assigned by the Bernalillo County Sheriff's office.
- ***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, Management, Public Administration, Criminology, Psychology, or a related field.
- Fourteen (14) years of directly related work experience.
- Ten (10) years of Management experience in field operations and criminal investigations and experience with officer-involved shootings and Department of Justice (DOJ).

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

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.

- Hold current certification as a law enforcement officer in the State of New Mexico.

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

- Perform most essential duties indoors in a temperature-controlled environment.
- Occasionally perform duties outdoors and may be exposed to natural weather conditions.
- May be exposed to intermittent noise and vibration, fumes and odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor work surfaces are generally level, carpeted, or tiled, and may involve stairs.
- Outdoor work surfaces may be even or uneven, wet or dry, and may include stairs, ladders, inclines, or hills.
- Outdoor surfaces include natural ground, asphalt, or concrete.
- Remain on call for emergency situations.
- Work hazards include operating a vehicle and managing a high-stress workload.

EQUIPMENT, TOOLS, AND MATERIALS

- Use standard administrative equipment, including telephone, computer, fax machine, copy machine, pager, and two-way radio.
- Use security equipment, restraints, mace, and weapons as needed and based on assignment.
- Use first aid equipment, oxygen, fire extinguishers, and other safety gear as necessary.
- Operate a county vehicle as assigned.
- Handle a variety of forms, reports, writing utensils, and standard office supplies during administrative duties.