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Sheriff Major

JOB CODE	JOB FAMILY	PROFILE
JCM706	**Public Safety**	**Sheriff Major**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$125,549.00 - $188,324.00**	**November 4, 2026**

This Sheriff Major provides support in crime reduction, data analysis, quality assurance, and special projects. It also involves oversight of law enforcement and other assigned personnel across all departmental bureaus as required.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers law enforcement activities across assigned bureaus. Plans daily operations, assigns and directs personnel, and conducts performance evaluations to ensure compliance with law enforcement standards.
- Ensures compliance with all Sheriff's Office policies, procedures, rules, regulations, special orders, standing orders, and legal requirements.
- Establishes and applies effective quality control measures, data analysis, and leadership practices. Plans, analyzes, and supervises subordinates to optimize professional capabilities and achieve operational goals.
- Meets regularly with Chief Deputies or Division Commanders to identify, discuss, and resolve operational issues.
- Enforces adherence to the chain of command and ensures deputies follow accepted law enforcement procedures and professional ethics.
- Analyzes new laws, methods, and technological advancements in crime detection, reduction, and law enforcement to improve departmental efficiency and compliance.

- Prepares reports and strategic planning documents for the Undersheriffs for dissemination to the Bernalillo County Sheriff.
- Performs special projects as assigned by the Bernalillo County Sheriff.
- *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).
- Current certifications as a law enforcement officer in 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.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Some duties are performed outdoors, exposing the employee to natural weather conditions.
- Employee may be exposed to intermittent noise, vibration, fumes, odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are typically even, dry, and may be carpeted or tiled; stairs may be present.
- Outdoor surfaces may be even or uneven, wet or dry, and include natural ground, asphalt, or concrete.

- Outdoor duties may involve stairs, ladders, inclines, or hills.
- Employee may be on call during emergency situations.
- Work hazards include high stress levels and vehicle operation.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes telephones, computers, fax machines, photocopiers, pagers, and two-way radios.
- Employee may use security and restraint equipment, chemical agents (e.g., mace), and firearms, depending on assignment.
- First aid equipment, oxygen tanks, fire extinguishers, and other safety tools are used as needed.
- Employee operates a county vehicle as assigned.
- Materials handled include a variety of forms, reports, office supplies, and paperwork.

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.