

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2020-009

POSITION: CERTIFIED POLICE OFFICER
DEPARTMENT: POLICE
STATUS: NON-EXEMPT
REPORTS TO: SHIFT SERGEANT OR SENIOR OFFICER
SHIFT: FT REGULAR / 40 HOURS PER WEEK
SALARY: MINIMUM \$15.385 – MAXIMUM \$22.560
COMMENSURATE WITH EXPERIENCE AND QUALIFICATION

GENERAL DESCRIPTION:

Reporting to the shift Sergeant or other senior officer, this employee performs general work, enforcing state and local laws and statutes, involving the patrol of an assigned area, traffic regulation and enforcement, accident, and crime scene investigation. An element of personal danger is involved and officers must be able to respond and react properly in varied emergency and stressful situations, exercising independent judgment in performance of duties. Other duties include writing reports, processing evidence, computer data entry, and use of related equipment. This position requires a willingness to work irregular hours, evening or night shifts, weekends, and holidays as necessary to assure protection for the public.

TASKS AND RESPONSIBILITIES:

1. Patrol assigned area in city in a one-man unit.
2. Respond to calls from the dispatcher and react in a calm, professional manner.
3. Investigate/search accident and crime scenes, assembling evidence.
4. Complete routine and special reports on accident, crimes, and other incidents.
5. Act as "First Responder" to fire and emergency calls, being prepared to administer first aid if necessary.
6. Prepare and serve arrest and search warrants.
7. Work as traffic control at scenes as necessary.
8. Testify in court as needed.
9. Apprehend criminals and offenders, processing prisoners.
10. Locate and question witnesses.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school graduate or equivalent.
2. Previous experience/knowledge desired.
3. Ability to follow through on work assignments and perform in stressful situations.
4. Ability to act promptly, taking effective action.
5. Good verbal and written communications skills - ability to speak clearly and distinctly.
6. Must be at least 20 years of age.
7. Must be a U.S. citizen.
8. Vision must be correctable to 20/20.
9. Must have a valid New Mexico driver's license.
10. Must have valid Police Officer certification by the NM Law Enforcement Academy.
11. Job requires continued maintenance of firearm qualifications standards.
12. Possession of a good reputation and background, which will withstand pre-appointment investigation including no felony convictions and no misdemeanor convictions within the past 3 years.

COMMENTS ON PHYSICAL REQUIREMENTS: The majority of the time, police work involves patrolling an assigned area for the purposes of preventing and discovering crimes which does not require heavy physical activity. However, the Police Officer needs to be able to respond actively to any situation in which the public or the officer may be in danger. Physical fitness needs to be maintained as well as mental alertness.

Persons selected for employment must also successfully complete a physical exam with vision correctable to 20/20, psychological examination and drug screening.

WORK SCHEDULE:

The regular work week is 8 - 10 straight hours a day for 4 or 5 days a week – shift work, most weekends and holidays. Schedule will have to be established at a later date.

TRAVEL REQUIREMENTS:

1. Travel for meetings and training may be required.
2. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Employees must maintain a source of communications for off duty work related communications.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Review of applications is bi-weekly. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature _____

Date _____