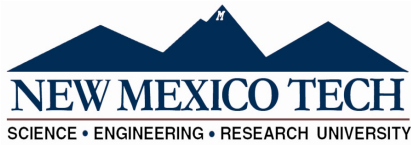


Posted: August 19, 2025



POSITION ANNOUNCEMENT

TITLE: LAW ENFORCEMENT TECHNICIAN

DEPT: CAMPUS POLICE

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$16.00 - \$17.38

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position provides coverage for multiple roles, including Security, Dispatch, and Key Control, as needed. Duties include working on campus or at the EMRTC Field Lab to check the security of test sites, securing or opening campus buildings, patrolling campus to help ensure the safety of the NM Tech community, answering calls for service, dispatching officers and other first responders during emergency and non-emergency situations, directing trunk line calls to appropriate locations, and performing other clerical tasks as assigned.

JOB FUNCTIONS:

Receive and process emergency and non-emergency calls; dispatch officers and monitor radio traffic. Man the control point and conduct security patrols to ensure the security of EMRTC test site buildings. Patrol campus to help ensure the safety of the NM Tech community; lock and unlock campus buildings as directed. Perform key control functions when assigned; participate in departmental training, activities, and other duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Ability to communicate effectively in person, by radio, and in writing. Ability to work in high-stress situations and make sound decisions under pressure. Must be able to work any shift, including nights, weekends, and holidays. Must have a New Mexico's Driver's License. Must be eligible to obtain a New Mexico Law Enforcement Academy Public Safety Telecommunicator certification within one year of hire.

DESIRED QUALIFICATIONS:

Basic computer skills for dispatch and reporting systems. Knowledge of basic security and patrol procedures. Ability to multitask while monitoring radios, phones, and security systems.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 1%	Climbing 5%	Reaching 10%	Other

Apply to: nmtjobapps@npe.nmt.edu