POSITION ANNOUNCEMENT

TITLE: POLICE (PATROL SERGEANT)  DEPT: CAMPUS POLICE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $22.00/$45,760
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 DUTIES:
Responsible for the direct supervision of operations, conduct, appearance and performance of officers assigned to the shift. Reviews and submits documentation such as incident and accident reports as well as daily and weekly logs for accuracy and compliance. Assist in the instruction and training of employees. Represent the department at community and business meetings. Reviews files to ensure compliance with both the Clery Act and DSS regulations. Perform other miscellaneous duties as assigned by the Chief of Police.

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Formal diploma/certificate/ degree program of 6-18 months after high school, NM department of Public Safety Basic Police Officer Certification. 5 years’ experience in law enforcement required. Must be familiar with court procedures and NM State Statutes required. Must have the ability to interface well with students, faculty, staff and the public required. Must have excellent computer skills required. Must have excellent communication skills required. Experience as a law enforcement officer in a University Environment desired. NM Law enforcement Academy Certificate required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall, Box 209, Socorro, NM 87801-4796