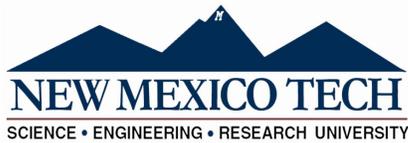


Posted: November 15, 2022



POSITION ANNOUNCEMENT

TITLE: LAW ENFORCEMENT TECHNICIAN

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

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 involves filling in for several positions to include: Security, Dispatch, and Key Control as needed. This individual is expected to work either on campus or in the EMRTC Field Lab checking the security of different 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 an emergency and non-emergency situations, directing trunk line calls to the desired locations and other clerical work as assigned.

JOB FUNCTIONS:

Lock and unlock the campus buildings as directed	20%
Patrol campus to help ensure safety of the NM Tech community	20%
Man the control point and conduct security patrols to ensure the security of EMRTC test site buildings	20%
Dispatch or Key Control duties	20%
Participate in departmental training and activities and perform other duties as assigned	20%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must be 18 years old or older and able to pass extensive criminal history check and drug testing. Must be able to remain calm in the event of an emergency and maintain confidentiality. Must be able to multi-task. Must be able to communicate professionally both orally and in writing. Must be able to remain professional and deal with the public using tact and diplomacy. Valid NM Driver's License, ability to obtain a defensive driving certificate, ability to obtain a security clearance if needed, must complete the NMDPS Public Safety Telecommunicator class within 12 months of the date of hire.

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 20%	Sitting 40%	Walking 30%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping	Kneeling
Crawling	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu