

Posted: May 21, 2019



POSITION ANNOUNCEMENT

TITLE: POLICE (PATROL SERGEANT)

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00-\$20.00

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

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 incident and accident reports and 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. This position requires a Department of Defense Security Clearance through Secret to be obtained after employment.