

## POSITION DESCRIPTION

POSITION TITLE: Police Officer	REPORTS TO: Sergeant

DEPARTMENT: Police	PAY SCALE: N8 (Non-exempt position) Certified entry level \$37,210 annual basis - Completion of probation \$38,875 annual basis Non-certified \$34,858 annual basis

### POSITION SUMMARY:

Performs and directs general duty police work involved in the enforcement of laws.

## POSITION QUALIFICATION/REQUIREMENTS

### SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS:

NM Class D Driver's License.  
19 yrs of age or older.  
Drug & Alcohol tests required.  
US Citizenship; No criminal convictions involving felonies, moral turpitude and/or domestic violence.

### EDUCATION-MINIMUM REQUIREMENTS:

High School Diploma or equivalent  
Prefer AA or BA degree in Police Science

### EXPERIENCE-MINIMUM REQUIREMENTS:

Preferred NMDPS Certified or Certifiable or currently enrolled in a Police Academy  
Preferred 1 to 3 years experience directly related to the duties and responsibilities specified

### ABILITIES-MINIMUM REQUIREMENTS:

Must pass physical fitness test at the minimum required entry-level standards as set forth by the NM Law Enforcement Academy. Must pass medical fitness exam; psychological inventory (MNP1); and drug screening tests. Able to perform defensive tactics, firearm training, and other related trainings requiring specific physical abilities. Must have a favorable background investigation.

## JOB DESCRIPTION

Performs general police work in law enforcement, crime prevention and public protection. Patrols streets, public places and residences while on foot or auto to prevent crimes and enforce laws and ordinances. Does preliminary investigations, makes arrests, protects crime scenes and preserves evidence. In the absence of traffic section, investigates motor vehicle accidents, renders aid, directs traffic and prepares reports. May be assigned special duties such as neighborhood watch officer, public relations officer and training officer. Performs other related duties as assigned.

WORKING CONDITIONS: Field environment may be exposed to the possibility of personal bodily harm.

PHYSICAL DEMANDS: 1. (M) 2 3 8 9 10 12 13 14 15 16 17 18 19 20

September 2019

## NOTICE OF JOB VACANCY

The Town of Silver City is accepting applications for the position of Police Officer for future vacancies. Main duties and responsibilities will include: performing and directing general duty police work involved in the enforcement of laws. Minimum requirements include: valid NM driver's license, 19 year of age or older, US Citizenship, Drug & Alcohol tests required, no criminal convictions involving felonies, moral turpitude and/or domestic violence; high school diploma or equivalent, prefer AA or BA in Police Science, preferred NMDPS certification or certifiable or currently enrolled in a Police Academy; preferred 1 to 3 years experience directly related to the duties and responsibilities specified; must pass physical fitness test at the minimum required entry-level standards as set forth by the NM Law Enforcement Academy; must pass medical fitness exam; psychology inventory (MNP1); and drug screening tests. Able to perform defensive tactics, firearm training, and other related trainings requiring specific physical abilities. Must have a favorable background investigation. **Completed Town application, copy of NM Class D driver's license, proof of high school diploma or equivalent and required certifications** must be submitted to the Town of Silver City, Personnel Office, 101 West Broadway, Silver City, NM 88061 or mailed to PO Box 1188, Silver City, NM 88062. The Town of Silver City's hiring policy, application, and complete position description are available for review at City Hall or [www.townofsilvercity.org](http://www.townofsilvercity.org).

