

Town of Bernalillo

Police Officer

Town of Bernalillo
Recruitment Period: Open Until Filled

Location: Bernalillo, New Mexico
Department: Police
Reports to: Sergeant

Job Status: Full time
Hour Range: \$20.04
FLSA Status: Non-Exempt

Job Summary:

Maintains order, enforces laws and ordinances, and protects life and property. Performs a combination of the following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summons; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

Nature of Work:

- Patrols assigned area on foot, by motorcycle, or in patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.
- Familiarizes self with beat and with persons living in area.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates, searches, detains, and arrests law violators, while following recognized police procedures.
- Interviews and questions victims, witnesses, and suspects.
- Gathers and preserves evidence.
- Performs first aid and provides other assistance to accident and other victims.
- Investigates causes and results of accidents.
- Directs and controls traffic.
- Issues written citations for traffic and other minor violations.
- Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
- Operates police communication and computer equipment to obtain, disseminate, and report information.
- Attends community meetings to discuss crime prevention activities and crime problems.
- Writes detailed incident, investigation, activity, and other reports.
- Develops and maintains positive community relationships.
- Testifies in court to present evidence by describing conditions, situations, and actions.
- Provide training and assistance to less experienced staff.
- Other duties as assigned.

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Education and/or Experience:

High school diploma or general education degree (GED).

Certificates, Licenses, Registrations:

NM Law Enforcement Certified

Conditions of Employment:

- Must maintain a valid New Mexico Class D Driver's License with acceptable driving record for the past three years
- Must be able to pass a pre-employment physical, psychological and drug screen
- Must pass a detailed background investigation
- Must pass oral examination

The Town offers:

- PERA Retirement (Police Plan 4)
- Town Pays 27.21% into PERA; Employee pays 5.54%
- Town Pays 80% Health and Dental Insurance
- Starting Salary \$41,683
- Shift Differential on Swing and Graveyard shifts
- Overtime Pay (time and one-half over 80 hrs every two weeks)
- All equipment provided
- Clothing Allowance \$1,200.00 per year
- Take Home Unit (25 mile limit)

Application forms are available online at www.townofbernalillo.org or at Town Hall, 829 Camino Del Pueblo in Bernalillo. If you have any questions please call 867-3311.