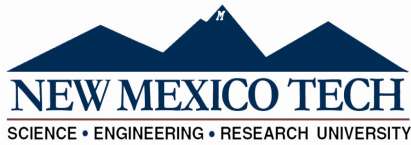


**Posted:** April 21, 2026



## POSITION ANNOUNCEMENT

**TITLE: POLICE SERGEANT**

**DEPT: CAMPUS POLICE**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$33.00

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:

The Police Sergeant provides sworn supervisory oversight and administrative support to Campus Police operations. This temporary position assists with supervision of personnel under the direction of the Chief of Police, report and case review, training coordination, evening guidance to on-duty officers, and weekend and or special event supervision. The role supports continuity of operations and effective supervision during a period of departmental staffing transition while permanent positions are actively being recruited.

### JOB FUNCTIONS:

Provide sworn supervisory coverage, oversight, and guidance to police personnel in support of daily departmental operations

Review and approve reports, case documentation, and administrative records for accuracy, completeness, and compliance

Assist with training coordination, mentoring, and professional development of personnel

Assist with administrative functions, including inventories and organization of office, evidence, and equipment-related materials

Perform additional supervisory and operational duties as assigned by the Chief of Police

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Current New Mexico Police Officer Certification with five or more years of sworn law enforcement experience. Knowledge of New Mexico statutes, criminal procedure, and court processes. Strong verbal and written communication skills, including the ability to review and approve reports, provide guidance, mentoring, and training support. Ability to exercise sound judgment, decision-making, and professional discretion in operational and administrative matters. Valid New Mexico Driver's License Ability to pass a background check.

## DESIRED QUALIFICATIONS:

Familiarity with campus or higher education law enforcement operations. Demonstrated supervisory or leadership experience in a law enforcement environment. Certified Law Enforcement Instructor, Specialty Instructor, or Field Training Officer.

## LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

## PHYSICAL DEMANDS:

Standing 30%	Sitting 35%	Walking 25%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 3%	Climbing 3%	Reaching 10%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)