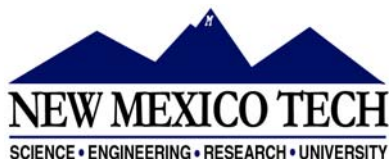


**Posted:** November 2, 2018



## POSITION ANNOUNCEMENT

**TITLE:** POLICE OFFICER

**DEPT:** CAMPUS POLICE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$13.00 Uncertified/ \$15.00 Certified

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:**

Enforce State Law and school policy on co-ed campus. Patrol campus to ensure the safety of the Tech-campus, community and compliance with State Law and school policy. Secure field lab sites. Participate in department personnel training, activities, etc. Must be able to work any shift that may arise; graveyard shift, day shift, holiday weekends or special events. Perform any other duties as assigned.

### **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. Must be 18 years old. Must be able to read, understand, interpret laws, ordinances and other operating procedures. Physical strength to chase and subdue fleeing persons required. Make a split second decisions in stressful, hostile, or irrational situations that could affect the safety of everyone involved. Must communicate orally and in writing. Must have a valid New Mexico Driver's License. Must pass physical fitness entry assessment and successfully complete basic law enforcement academy training within one year of employment as required by state law. Must obtain a defense driving certificate required. This position requires a Department of Defense Security Clearance through Secret to be obtained after employment. Must be able to deal effectively with the public using sound judgement and diplomacy required. Applicant must remain calm in an emergency situation required. Must maintain strict confidentiality required. Department will conduct extensive criminal checks on all applicants. Must keep current with the required 40 hour bi-annual training of continued education by the New Mexico Police Academy.