



## Job Description

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<b>TITLE:</b> Recruiting & Hiring Coordinator-SO <i>Grant-funded</i>	<b>JOB CODE:</b> 3721
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Non-Exempt
<b>PREPARED</b> January 26, 2023	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b>	<b>LOCATION:</b> AZTEC, NM
<b>REMOTE WORK ELIGIBLE:</b>	

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**Summary:** Under direct supervision of the Administrative Lieutenant, the Recruitment & Hiring Coordinator must have excellent interpersonal communication skills, be positive, flexible, organized, and motivated to actively promote the Sheriff's Office as the "employer of choice" and recruit Sheriff's Office employees. The individual will work directly with the Sheriff's Office Recruitment Deputy and assist with the coordination of applicant screening and testing, applicant contact, recruiting events, hiring/onboarding, and other recruitment/hiring logistics. The individual will be required to maintain databases related to recruitment and retention; develop sourcing opportunities based on established data and research; build professional partnerships/networks; develop innovative recruitment strategies to attract outstanding potential employees; and identify recruitment trends to stay competitive.

**Reporting Relationship:** The Sheriff's Office Recruitment & Hiring Coordinator reports to the Administrative Lieutenant.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinate and attend Sheriff's Office job recruiting initiatives and events; create and implement recruiting plans; conduct reviews to determine the effectiveness of recruiting plans; research and recommend targeted markets and resources for recruiting.
- Utilize established data bases to accurately track and record relevant recruitment and retention data. Develop and maintain additional databases as needed.
- Utilize developed recruitment and retention data to evaluate or improve methods and techniques for recruiting and selecting employees. Present data and identified trends to the division and staff levels.
- Assist the Sheriff's Office Recruitment Deputy with applicant screening, contact, testing, and scheduling of outside appointments.
- Assist applicants with the electronic application process and required hiring documentation. Answer general hiring and employment questions related to compensation and benefits, work schedules, working conditions, rules and regulations, promotional opportunities, and other related information. Refer law enforcement specific questions or inquiries to the Sheriff's Office Recruitment Deputy as needed.
- Complete all internal and external administrative paperwork related to hiring and New Mexico law enforcement academy/certification. Work with applicants to ensure submitted paperwork is complete and on time. Assist Recruitment Deputy with preparing background investigation files to be assigned to background investigator.
- Maintain applicant records throughout the hiring and certification process. Scan and submit background investigation paperwork for record keeping in a secured database. Forward completed information to Human Resources as required by current procedure.
- Work collaboratively with the Sheriff's Office Recruitment Deputy and PIO regarding marketing, social media, general advertising, and other public recruitment outreach initiatives.
- Act as the primary contact between the Sheriff's Office and San Juan County Human Resources for all required correspondence and communication of recruitment and hiring matters. Work with Human Resources to determine hiring dates, orientation schedules, drug/medical tests, etc.

## **Job Description**

### Recruiting & Hiring Coordinator

- Fingerprint applicants and employees as required.
- Work with the Sheriff's Office Executive Office Assistant to ensure required paperwork and documentation is complete and accurate and to coordinate offers of employment, hiring dates, and onboarding needs.
- Using excellent customer service skills, establish and maintain effective working relationships with applicants, employees, officials, and the public; maintain regular contact with possible future applicants; develop and maintain contact with industry professionals.
- Properly handle sensitive and confidential information; maintain recruitment files and perform periodic audits for compliance and recordkeeping requirements.
- Review and notarize documents as required for processing.
- Perform other related duties as assigned.

#### **Required Knowledge and Skills:**

- Knowledge of methods and techniques of employee recruitment and selection processes.
- Knowledge of applicable employment laws and regulations.
- Knowledge of Sheriff's Office and County policies and procedures.
- Knowledge of N.M. laws and regulations regarding law enforcement officer selection and certification.
- Skill in the use of personal computers and business software programs to include MS Word, Excel, Outlook, and Adobe applications.
- Skill in prioritizing work to meet established deadlines.
- Skill in preparing routine reports and correspondence.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with Sheriff's Office staff and the public.
- Ability to research and learn new recruitment trends, topics, and sourcing methods.
- Ability to hold a valid notary commission through the State of New Mexico.

#### **Education and Experience:**

- Associates Degree and two (2) years of clerical experience and two (2) years of administrative, human resources, or recruiting experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule typically consists of a 40-hour work week performed during normal business hours. However, this position will include working on some weekends and evening hours.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Job Description**

Recruiting & Hiring Coordinator

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_