



## Job Description

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<b>TITLE:</b> Deputy Sheriff – SORNA Unit Deputy	<b>JOB CODE:</b> 6044
<b>DEPARTMENT:</b> Sheriff's Office	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 7, 2019	<b>FLSA CLASS:</b> Law Enforcement
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision of the Sex Offender Registration and Notification Act (SORNA) Unit, works jointly with the Sex-Offender Program Technician to register and deter sex-offenders from re-offending, and ensures that the Sheriff's Office is meeting all statutorily mandated requirements of sex-offender registration, monitoring, and notifications. In addition, the SORNA Unit Deputy will assist the Internet Crimes Against Children (ICAC) Unit in conducting online investigations into known and unknown sexual offenders in San Juan County.

**Reporting Relationship:** The SORNA Unit Deputy reports to the Detective 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.*

- Manage the Sex-Offender database and performs other computer related tasks.
- Coordinate with the New Mexico Department of Public Safety to ensure the state administered sex-offender database contains current information for offenders residing in San Juan County.
- Attend training seminars, classes, and utilizes self-initiated methods to learn and implement "best practices" in the area of sex-offender management.
- Serve as a liaison with other law enforcement agencies, probation and parole officers, community groups, schools, and others that have an interest in sex-offender monitoring and compliance initiatives.
- Instruct and assist in community outreach trainings and programs.
- Contribute to the organizational goal of obtaining and maintaining 100% sex-offender compliance with state and federal laws.
- Register convicted sex-offenders which include gathering and completing required documentation, photographing, fingerprinting, obtaining court records, gathering police reports, and other required information.
- Perform 100% house and employment verifications of registered sex-offenders at a minimum of twice a year.
- Enforce local and state laws and regulations, policies, and procedures.
- Respond to non-routine and extraordinary situations; respond to calls of criminal activity and accidents; restore peace.
- Prepare reports of criminal activity and civil disturbances including traffic accidents.
- Investigate illegal or suspicious activities of persons, quell disturbances, and arrest law violators; locate and take persons into custody on arrest warrants.
- Exercise discretion and common sense in an effort to uphold department standards of community-oriented policing.
- Prepare both arrest warrants and affidavits for arrest.
- Conduct undercover online investigation into known and unknown sexual offenders.
- Assist ICAC in other ways at the direction of the detective lieutenant.
- Respond to assist other agencies and departments.
- Perform other related duties as assigned.

## Job Description

### Deputy Sheriff-SORNA Unit

#### Required Knowledge and Skills:

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of the principles of record keeping, case files, and records management.
- Knowledge of laws governing sex-offenders and the requirements placed on the Sheriff's Office.
- Knowledge of Federal, State, and County laws, regulations, and ordinances, and department written directives.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in effectively communicating both orally and in writing.
- Skill in operating motor vehicles during emergency, high-risk pursuit situations.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member

#### Education and Experience

- High school diploma or general education degree (GED) and one year experience as a certified Officer and off probation.
- State of New Mexico Law Enforcement Academy certification.
- 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 internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Work schedule for this position may include working religious holidays, weekends, and evening hours.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

#### Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicles; firearms; impact baton; radios; cameras; radar units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

#### Approvals:

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

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

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