



COURT DEPUTY – SHERIFF’S OFFICE JOB DESCRIPTION

Position Title:	Court Deputy	Exemption Status:	Non-exempt
Job Classification:	Full Time, Classified	Probationary Status:	12 (Twelve) Months
Department/Office:	Sheriff	Wage Level:	Min \$15.5687 – Mid \$19.0793 DOE/DOQ
Reports to:	Court Corporal	Safety Classification:	Safety Sensitive
		Last Updated:	October 2, 2023

Job Summary

Responsible for the Court Security, ensuring the safety and protection of lives and property of Curry County residents and maintaining prisoner security while extraditing or transporting to various courts, medical appointments, and other obligations as required by the courts and as directed by the Sheriff. Position requires working under stress.

Minimum Qualifications

- One (1) year experience in courtroom security preferred; knowledge of pertinent federal, state, and county laws and policies preferred. Education or experience in interpersonal communications will be helpful but not required.
- High School diploma or GED certificate required.
- Must be eighteen (18) years of age or older.
- Ability to write intelligible and complete reports and deal with situations requiring tact and diplomacy, understanding and good judgement; remain alert at all times and respond quickly in emergency situations; be courteous to the public and must be physically fit.
- Ability to listen, understand and communicate verbally and in writing in English. A written aptitude test may be given. Basic oral communication skills in Spanish preferred.
- Ability to work independently of daily supervision and to exercise discretionary judgment and thinking.
- Vision correctable to 20/20 and no color blindness.
- Must qualify with handgun and shotgun with a minimum score of 80%.
- Must have good hearing and reflexes.
- Must be able to render creditable testimony in a Court of Law.
- Must successfully complete pre-employment drug screen, pre-employment screening and background check;
- Must have a valid driver’s license with no more than two (2) moving violations in the past three (3) years. Must obtain a valid New Mexico driver’s license within six (6) months of employment.
- Must not have any prior domestic violence, misdemeanors or felony convictions and must not have any DWI convictions within the past five (5) years.
- Ability to perform all essential duties as listed below.
- Ability to perform the essential duties in the working conditions described below.
- Ability to work with the equipment, tools and materials listed below.
- Must comply with safety guidelines and policies of the County.

PLEASE INITIAL ACKNOWLEDGING THAT YOU MEET MINIMUM REQUIREMENTS OF POSITION: _____

Essential Functions

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Coordinate security for all district court hearings in Curry County (pleas, arraignments, trials, hearings, etc.)
		As necessary by the courts or the Sheriff, required to transport prisoners to and from Department of Corrections in other areas.
		Ensure open communication is established between court personnel and the Sheriff's Office.
		Ensure courthouse grounds and common grounds are searched daily for the presence of contraband and/or weapons.
		Liaison with courthouse personnel to establish an intelligence file on problem individuals.
		Coordinate transports with Sheriff's Office executive secretary for all district court hearings and trials.
		Inspects extradition vehicles for weapons or contraband.
		Ensure all weapon detection systems are operable and maintained properly.
		Limit contact between prisoners and their family members at all times, unless so ordered by the courts or directed by the Sheriff.
		Coordinates and cooperates as necessary with other policing agencies. This may involve special conditions such as undercover personnel involving drugs and other related instances and investigations involving homicide, and other felony investigations.
		Must be able to correctly judge situations and determine appropriate level of force to be utilized.
		As necessary, off-duty personnel may be called into work.
		Will notify the facility of changes in bonding or detention status.
		Will make sure that all medications are taken to the doctor when extraditing or transporting prisoners for medical treatment. May assist in filling needed prescriptions.
		Obtains required signatures from prisoners for various documents.
		May be subjected to verbal and physical abuse from prisoners.
		May be called on to appear as a witness in a court of law.
		Prosecutes minor misdemeanor offenses.
		Transports detained persons to court from Detention Centers.
		May be required to provide security for victims to and from their vehicles while at the courthouse.
		Must be able to extradite or transport multiple prisoners at one time either on foot or in motor vehicle.
		Must be able to supervise and control multiple prisoners in a holding area at various locations.
		Ensure vehicles utilized in the courthouse operations are maintained and properly equipped.
		Able to maintain a minimum firearms qualification.
		Able to maintain and schedule all necessary advanced trainings.
		Ensure communications between all departments involved during high-risk trials.
		Must organize and deliver subpoenas in accordance with the dates on the subpoenas.
		May be required to administer first aid.
		File various reports in an adequate manner, ensuring properly detailed records. Do various follow-ups and investigations from reports taken.
		Ensure close coordination with the domestic violence court.
		Coordinate with Sheriff's Office for all necessary arrests. This will consist of but is not limited to handcuffing and detaining individuals and booking them in to the Adult Detention Center.
		Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.
		Follow the State of New Mexico Purchasing and Procurement laws, County Purchasing Policy in making purchases, transferring and depositing of assets.
		Must comply with the County Personnel Policy, Curry County Sheriff's Office Policy as approved by the Curry County Sheriff, and other policies as approved by the Board of County Commission.
		Adhere to dress code, appearance is neat and clean.
		Report to work on time and as scheduled.
		Performs additional duties as assigned.

MENTAL FUNCTIONS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes No

		Must be able to listen, understand and follow oral directions and instructions in English.
		Must be able to read, understand, and follow written directions and instructions in English.
		Must be able to interact with staff of the County buildings in a professional and friendly manner.
		Must be able to communicate verbally and in writing with co-workers and staff.
		Must be able to communicate with members of the public effectively.
		Must be able to communicate with prisoners.
		Must be knowledgeable of all criminal law pertinent to position.
		Must use sound judgment in dealing with prisoners and in responding to emergency situations.
		Must be able to maintain control of extradition vehicle and supervise prisoners simultaneously.
		Must be able to operate a computer for documentation and recording.
		Must be able to make well-informed, effective and timely decisions and perceive the impact and implications of decisions.
		Must behave in an honest, fair and ethical manner and show consistency in words and actions. Must model high standards of ethics.
		Must be able to deal effectively with pressure, remain optimistic and persistent even under adversity.
		Must be able to identify and analyze problems, weigh relevancy and accuracy of information, and generate and evaluate alternative solutions and make recommendations.
		Must be able to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Sheriff's Office.
		Must be able to write reports and essays in proper format, using correct punctuation, spelling and grammar.
		Must be able to read and understand safety rules pertaining to the maintenance of tools and equipment.
		Must be able to speak before a group of people, using correct English.
		Must be able to read accurately all gauges on tools and equipment, and make correct judgment in operation in operation of equipment.
		Must be able to accurately estimate distances in order to maintain safety while operating equipment.

PHYSICAL REQUIREMENTS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes No

		Must be able to buddy carry a detainee in case of an emergency. Must be able to assist disabled detainee as needed.
		Ability to lift up to sixty (60) pounds from ground to waist level approximately twice daily.
		Ability to stand and walk up to six (6) hours at one (1) time and twelve (12) hours total per day.
		Vision requirements include the ability to read routine and complex documents and use a computer.
		Ability to sit for up to four (4) hours at one (1) time, and twelve (12) hours total per day.
		Ability to climb and descend stairs.
		Ability crouch and kneel for up to five (5) minutes at one (1) time, and one-half (1/2) hour total per day.
		Ability to bend at waist for up to five (5) minutes at one (1) time, and one-half hour total per day.
		Ability to carry approximately ten (10) pounds on waist all day.
		Ability to push/pull a disabled detainee in wheelchair.
		Ability to work with arms extended or bent for up to four (4) hours at one time and twelve (12) hours total per day.
		Ability to use hands and fingers to grasp/manipulate objects, sometimes in a bilaterally coordinated manner.
		Ability to use hands and fingers in a fine dexterous manner in installing handcuffs and other restraints. This requires hand-eye coordination.
		Ability to use eyes, hands and feet coordination in the operation of a motor vehicle.
		Ability to drive for extended periods of time while maintaining alertness for traffic conditions and prisoner contact.

ENVIRONMENTAL CONDITIONS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Work is performed both indoors and outdoors.
		Indoor duty performed in a controlled temperature, exposed to natural conditions in outdoor duty.
		Worker is exposed to intermittent noise factors, such as telephones, voices, etc.
		Worker primarily works alone with or without explicit directions from supervisor. Worker many work with other Court Deputies and law enforcement personnel.
		Work hazards include operating an automobile during the course of performing essential work duties.
		Worker may be exposed to poor ventilation due to enclosed conditions. May be exposed to unpleasant odors resulting from poor personal hygiene of prisoners.
		Worker performs duties on a flat, hard surface.
		Worker must climb stairs.
		Work hazards include the following; constantly subjected to injury, death or hostage situation, exposed at times to infectious diseases carried by prisoners, constant high level of mental and emotional stress.
		Worker may be required to work twelve (12) hour days and perform shift work.

EQUIPMENT, TOOLS AND MATERIALS – Must be able to utilize the following:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Primary office equipment utilized includes computer, desk phone, cell phone, calculator, copy machine, postage machine, fax machine, typewriter, label maker and laminator.
		Products or materials handled primarily include paperwork, and various office supplies utilized in performance of essential duties.
		Radio equipment and flashlight; handcuffs, leg irons, capstun and straight jacket; rubber gloves, protective facemasks, gowns and uniform.
		Firearms, both handgun and shotgun, APS baton and Taser.
		Required during the scope of duties to drive an Official Vehicle in a manner that complies with the County Vehicle and Accident Policies.

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understood the above position specifications for **Court Deputy**. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties with or without reasonable accommodations.

Employee's Signature

Date

Please state below in writing any driving violations in your driving history:
