



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: August 22, 2024 (UPDATED)**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Police Officer (7 positions)

**PAY RATE:** \$26.00/hour

**DEPARTMENT:** Police Department

#### **SUMMARY:**

This position is under the direct supervision of the Field Operations Supervisor or as assigned. This position has no regular supervisory duties; however, in the event that the scheduled shift supervisor is not present, the Police Officer may be called upon to act as the acting supervisor for that shift. Further, if assigned to the Field Training Officer Program the Police Officer shall serve as the recruit's Training Officer.

While maintaining order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.

Due to federal, state and departmental laws and/or regulations, must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment.

#### **DUTIES AND RESPONSIBILITIES:**

- This employee answers and investigates calls and complaints involving automobile accidents, misdemeanors and felonies; secures crime scene; collects evidence; interviews witnesses; conducts routine follow-up investigations; obtains and serves search and arrest warrants; prepares investigation reports; testifies in court; participates in special surveillance; patrols an assigned residential and commercial area by car and foot; enforces traffic code by patrol and citation of violators; may be assigned to specialized duties in Bicycle Patrol or Community Relations, and performs related duties as assigned with minimal supervision once all phases of training have been completed.
- Arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance, with the expectation that arrests and citations are to be handled in a clear, professional, effective, accurate, and complete manner.
- Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures. Directs traffic flow and reroutes traffic in case of emergencies with the expectation that traffic management is accurate, safe, complete, and timely.
- Reviews facts to determine if criminal act or statute violation is involved.
- Investigates traffic accidents and other accidents to determine causes and to determine if crime has been committed, with the expectation that investigations are accurate, complete, productive, and timely.
- Provides road information to assist motorists.
- Expedites processing of prisoners, and prepares and maintains records of prisoner bookings and prisoner status during booking and pre-trial process.

- Testifies in court to present evidence or act as witness in traffic and criminal cases with the expectation that the testimony is accurate, complete, professional and ethical.
- Records facts and prepares reports to document activities.
- Renders aid to accident victims and other persons requiring first aid for physical injuries with the expectation that aid provided is beneficial, following appropriate safety measure, is accurate, complete, and prompt.
- Interviews principal and eyewitnesses.
- Photographs crime or accident scene.
- Draws diagram of crime or accident scene with the expectation that drawing are accurate and complete.
- Completes investigative reports, supplemental reports, affidavits for arrest, search warrants, statements of probable cause and all documents required.
- Shall follow all City of Las Vegas and Departmental Rules, Regulations, Policies, Procedures, etc., and shall ensure compliance by subordinates (when applicable i.e. Field Training Officer Program, etc.).
- Proficiently operate and maintain all equipment necessary in the performance of duty.
- Perform other work related duties as required and assigned.

**MINIMUM JOB QUALIFICATIONS:**

- Must possess and maintain a valid New Mexico Class D operator's license and be insurable by the City's insurance carrier.

**EMPLOYMENT REQUIREMENTS:**

- Must possess Peace Officer Certification or successfully complete Basic Recruit Training in a state-certified academy within the first 12 months of employment.
- Basic Law Enforcement Training Certification. CPR Training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to perform work requiring good physical condition. Ability to effectively communicate in writing and verbally.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and citizens.
- Ability to give verbal and written instructions.
- Ability to make independent judgments which have critical impacts.
- Ability to communicate effectively in both oral and written form. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate police vehicle, firearms, and other assigned equipment; to evaluate and determine appropriate action in a variety of routine and emergency situations.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Knowledge of applicable laws, ordinances, and department rules and regulations.

- Must have considerable knowledge of geography, street system and routes of the city; of traffic codes, or personal safety procedures; of principals of first aid; of operation of equipment; of criminal codes; of department policies and procedures.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed indoors and outdoors and occasionally in confined spaces.
- Subject to shift work, extended shifts, call-back status, and on-call status.
- Possibility of exposure to physical risk.
- The noise level in the work environment is usually moderate to loud occasionally.
- While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear.
- May be required to stand for long periods.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds or more.
- This position must comply with physical fitness standards as set forth by the Department.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application,

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

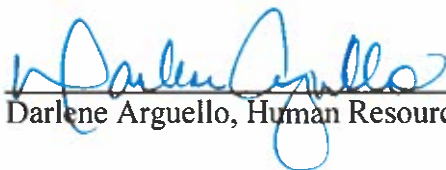
Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**



Timothy Montgomery, City Manager



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