TORRANCE COUNTY

P.O. BOX 48, 205 Ninth Street, New Mexico 87016
Phone: 505.246.4752, Fax: 505.384.5294
www.torrancecountynm.org

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

NAME ~ Last	First	Initial	Home Phone:
ADDRESS ~ Street	Mailing		Business or Message Phone
City	State	Zip Code	Please list any different name you have used for school or employment

EACH POSITION YOU APPLY FOR REQUIRES A SEPARATE APPLICATION

POSITION APPLIED FOR ~ Give exact title.

1. Title

2. Do you have a valid NM driver's license?: Yes ☐ No ☐ Commercial Driver's License ?: Yes ☐ No ☐ Class: Number:

3. Have you been convicted of a felony or misdemeanor? Yes ☐ No ☐ If Yes, explain and provide dates:

4. Have you previously worked or do you now work for Torrance County? Yes ☐ No ☐ If Yes, provide dates:
Employment records for former and current County employees will be made available to hiring officials upon request.

5. Does Torrance County employ any relative of yours? Yes ☐ No ☐

If Yes, (1) Name: _____ (2) Name: _____

Relationship: _____ Relationship: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.

Attach a copy of your diploma, degree or appropriate transcripts to each application.

Type or print in dark ink. Copies are acceptable if each is clear, has an original signature, correct job title and contains required notarization and attachments. **DO NOT** submit a résumé in lieu of this application. Read the job specifications carefully for the position for which you are applying. Note the skills and knowledge required for the position and assure that you meet the minimum qualifications set forth on that announcement. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

NAME - Last	First	Initial

EDUCATION, LICENSES, CERTIFICATIONS Check (√) and fill in appropriate areas	High School Graduate/GED Certificate? Yes No **ATTACH A COPY OF DIPLOMA OR CERTIFICATE**
☐ Vocational/Technical Hours Completed ☐ School - Major Field	☐ Business College Hours Completed ☐ Major Field

COLLEGE OR UNIVERSITY

UNDERGRADUATE	GRADUATE
School(s)	School(s)
Major Field(s)	Major Field(s)
Degree Earned Date of Degree	Degree Earned Date of Degree

LICENSE OR CERTIFICATE

1. License/Certificate issued by				2. License/Certificate issued by			
Field/Trade Specialization	Number	Date Issued	Exp. Date	Field/Trade Specialization	Number	Date Issued	Exp. Date

NOTE: You MUST SUBMIT required documents (copy of transcript, license, certificate) with each application.

State any additional information you feel may be helpful to us in considering your application:

SHERIFF AND/OR DISPATCH APPLICANTS ONLY
Are you age 21 or older? Yes ☐ No ☐

Social Security Number _____ Driver's License Number _____ State ____
Are you willing to submit to a full background investigation? Yes ☐ No ☐
Are you willing to submit to a drug and alcohol screening? Yes ☐ No ☐
Are you willing to submit to psychological testing? Yes ☐ No ☐
Are you willing to undergo various physical agility tests and submit to a full physical examination?
Yes ☐ No ☐
Are you currently or have you been previously certified?: Yes ☐ No ☐
If so, list agency:_____

EMPLOYMENT HISTORY - A résumé will not be accepted in lieu of the employment application. Begin with current or most recent job or volunteer experience and work back. If more than one position has been held with the same employer, list each separately. Describe each different assignment in military service. Under "DUTIES" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

MAY WE CONTACT THE EMPLOYERS LISTED BELOW? ☐ YES ☐ NO

If NO, explain:_____

FOR ADDITIONAL EMPLOYMENT HISTORY USE SUPPLEMENTAL SHEET

1	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Street/Mailing			Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: ☐ Full-time ☐ Part-time Hours per week: _____			Current or Last Hourly Pay $
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA YEARS MONTHS
Reason for Leaving:				

2	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Street/Mailing			Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: ☐ Full-time ☐ Part-time Hours per week: _____			Current or Last Hourly Pay $
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA YEARS MONTHS
Reason for Leaving:				

3	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Street/Mailing			Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: ☐ Full-time ☐ Part-time Hours per week: _____			Current or Last Hourly Pay $
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
				DO NOT WRITE IN THIS AREA YEARS MONTHS
Reason for Leaving:				

CONTINUATION SHEET FOR EMPLOYMENT HISTORY

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Street/Mailing			Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: ☐ Full-time ☐ Part-time Hours per week: _____			Current or Last Hourly Pay $
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)	Place of employment (City and State) if different from employer's address			
Duties:				
Reason for Leaving:				DO NOT WRITE IN THIS AREA
				YEARS MONTHS

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address	Street/Mailing			Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: ☐ Full-time ☐ Part-time Hours per week: _____			Current or Last Hourly Pay $
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)	Place of employment (City and State) if different from employer's address			
Duties:				
Reason for Leaving:				DO NOT WRITE IN THIS AREA
				YEARS MONTHS

List three professional references (Other than former employers or relatives) List Only those you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1.			
2.			
3			

SIGNATURE - Please read before signing

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation or falsification, my application will be rejected; my name removed from consideration for employment and I may be dismissed if employed. I hereby authorize Torrance County to investigate the information contained herein and contact those previous employers I have approved.

Sign Here in Ink _____ Date _____

THE SELECTION PROCESS. Upon the closing date of the announcement, the Human Resources Office will review all applications received to determine if applicants meet the minimum qualifications for the position. The qualifying applications are then delivered to the selecting official(s) for selection of interviewees. If you are selected for an interview, you will be contacted by the Human Resource Office. After all interviews have taken place and an applicant has been offered and accepted the position, the remaining applicants will be contacted by telephone or letter to be informed that the position has been filled.

RELEASE OF INFORMATION FORM

Applicant: I give all prior employers permission to release to Torrance County information in my personnel file regarding the following areas of my previous employment.

[Please specify some or all]

- ☐ Date of Hire
- ☐ Date of Termination
- ☐ Beginning Salary
- ☐ Ending of Salary
- ☐ Attendance Records
- ☐ Tardiness
- ☐ Vacation Time
- ☐ Sick Leave Time
- ☐ Leave Without Pay
- ☐ Performance Evaluations
- ☐ Disciplinary and Termination Records
- ☐ Workers' Compensation Leave

I hereby release and discharge all prior employers from all claims or actions for loss, liability, damage, or expense which I now have or which may hereafter arise from the making of any inquiries about me or the furnishing of any information about me in connection with my application for employment with Torrance County.

Printed Name: _____ Date: _____

Signature: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I _____, _____/_____/_____

PRINTED NAME — DATE OF BIRTH

_____-_____-_____ _____ _____,

SOCIAL SECURITY NUMB — DRIVER'S LICENSE NUMBER/IDENTIFICATION NUMBER — STATE

pursuant to Section 29-10-6A of the New Mexico Arrest Record Information Act, hereby appoint TORRANCE COUNTY SHERIFF'S DEPARTMENT as an authorized agent for me, for the purpose of inspecting and/or obtaining copies of any arrest record information concerning me maintained by the New Mexico State Police or accessible to the New Mexico State Police, including but not limited to, information concerning felony or misdemeanor convictions maintained by any entity, Motor Vehicle Code violation information, administrative action information, from other employees or employers and/or persons and entities I have dealt with.

To the custodian of the records in question, I hereby direct you to release such information to the authorized agent as described above. A copy of this release form will be valid as an original hereof, even though a copy does not contain an original writing of my signature.

I hereby release the custodians of such records and the New Mexico State Police and the State of New Mexico, including any of their agents, employees or representatives in any capacity, from any and all claims of liability or damage of whatever kind or nature, which at any time could result to me, my heirs, assignees, associates, personal representative or representatives in any capacity, form any and all claims of liability or damage of whatever kind of nature, which at any time could result to me, my heirs, assignees, associates, personal representative or representatives of any nature, because of compliance said custodian or custodians with this Authorization of Release of Information, and my request contained herein for this release or because of any use of these records. This release is binding, now and in the future, on my heirs, assignees, associates, personal representative or representatives of any nature.

SIGNATURE: _____ DATE:_____

SUBSCRIBED AND SWORN BEFORE ME THIS

_____ DAY OF _____, 20_____.

_____

NOTARY PUBLIC

My commission expires: _____, 20_____

(Seal)

Public and Private Record Release

Employment or Insurance Purposes

The Fair Credit Reporting Act (FCRA) allows Torrance County to gain access to Public and Private records with my permission for employment or insurance purposes.

By signing this release:

I hereby give permission to Torrance County to investigate my **driving and/or criminal history** for purposes allowable under the FCRA.

I understand that my eligibility for employment and/or continued employment is contingent upon Torrance County gaining access to these records.

I confirm that I have read and understand the "Fair Credit Reporting Act Disclosure Statement" provided to me by Torrance County.

I authorize Torrance County to periodically receive these records, and such authorization will remain in effect for one year or for the duration of my relationship with Torrance County, whichever period is longer.

_____ _____ _____~_____~_____

Signature | Date | Social Security Number (For Criminal Records Only)

_____ _____

Printed Name (as it appears on drivers license) | Driver License Number

Circle Gender **M** or **F**

_____

Date of Birth – Month/Day/Year

SUBSCRIBED AND SWORN BEFORE ME THIS

_____ DAY OF _____, 20_____.

_____

NOTARY PUBLIC

My commission expires: _____, 20_____

(Seal)

FAIR CREDIT REPORTING ACT
DISCLOSURE STATEMENT

Employment or Insurance Purposes

Torrance County, when considering your application for employment or insurance, when making a decision whether to offer you employment or insurance, when deciding whether to continue your employment or insurance, and when making other decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency". These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. You are a "consumer" with rights under the FCRA.

A "consumer" is an individual.

A "consumer reporting agency" is any person or business which for monetary fees, dues, or on cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing "consumer reports".

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected, in whole or in part, for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes or other purposes authorized under the FCRA.

If Torrance County obtains a "consumer report" about you, and if, based on any information in the consumer report, Torrance County makes a decision for employment, insurance or credit purposes that directly and adversely affects you, you may be provided with a copy of the "consumer report". You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies".

Torrance County has contracted with SAMBA Holdings, Inc. to provide records. SAMBA furnishes information as available from state and national agencies. SAMBA does not issue an opinion on the information provided, or participate in any action or decision based on the information provided. SAMBA may be contacted in writing concerning a consumer report about you:

In writing:

SAMBA Holdings, Inc.
1730 Montaño NW Suite F
Albuquerque, NM 87107

By phone:
1-800-947-2622

Torrance County

Job Description

Job Title: Transport Deputy

Department: Sheriff

Reports to: Sheriff & Undersheriff

Approved by: Sheriff Heath White

Approval Date: 03/2015

Summary: Responsible for the transportation and extradition of prisoners. This involves transporting all inmates to and from courts, medical appointments, mental health facilities, court quarters, other institutions and jurisdictions, or as directed by the Sheriff and/or Courts. Responsible for the safety of inmates while on transport and the protection of the general public; maintains liaison between other correctional institutions and law enforcement agencies; maintains confidentiality and security for special assignments; assists correctional officers during intake and release of inmates to ensure proper classification and documentation, must continually be aware of behavior which could affect the welfare of the inmates. In addition, must be aware of surroundings to properly evaluate situations and take appropriate actions; completes all documentation required. Employee remains on-call twenty-four hours per day for emergencies and is responsible for maintaining assigned vehicle according to established standards. Maintains daily activity log documenting all activities and vehicle mileage log; prepares offense/incident reports; completes booking forms if needed; may be called on to provide testimony in courts of law; may be required to participate or prepare cases for internal hearings. Must perform all duties with minimal supervision, may be required to attend job related meetings, out-of-town seminars, and perform other duties as assigned. Under supervision, protect persons and property associated with the Judicial Complex; provide security at the Courts in which many high level Elected Officials, Judges, Judicial employees, jurors, inmates and the public are coming and going often; patrol and inspect property to protect against fire, theft, vandalism, and deter suspicious and/or criminal activity. Demonstrates strong ethical, professional, and service oriented customer service.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides effective Court security through the combined use of security techniques and equipment. Immediately report any emergencies to proper authorities, i.e. police, fire or ambulance. Keep all data and records required providing reports to supervisor. Adhere to and follow written policies and procedures. Required to use good, sound judgment in dealing with customers, attorneys and staff and be an example to produce fair and equitable results for all concerned. Assist in any situation or problem that requires more than normal consideration. Maintains a good, clean and safe working environment always being alert of safety hazards that could endanger the well being of visitors, staff and judges. The duties of a Court Security Officer include regular contact with the

public, associates, inmate handling, transportation of inmates locally and long distance and other duties as needed.

Performs a high level of security and safety for Judges, staff, jurors, and the public ensuring no weapons or contraband is brought into the Courthouse using the latest technology while putting the highest priority on human life. On occasion due to heightened security risks it is required that an extremely higher level of screening is used combining technology and human abilities in order to provide maximum security. Initializing and building confidence in the security provided; improving security at deterring problems that may arise according to New Mexico Supreme Court Security guidelines. Responsible for screening of the public patrons entering the complex. Responsible for ensuring all court visitors make it to the correct courtroom. Provides various tasks for Judges and assists court staff, public patrons, and follow up on inmates and others entering the Court Complex. The security staff may at times hear confidential information that is just that, confidential. There are numerous security devices that have to be monitored. Perimeter checks are to be performed in non-routine patterns.

Must have knowledge in report writing, along with daily paperwork, assignments, keeping track of employee's attendance record, and giving directives related to work and other responsibilities that need to be performed such as properly opening and closing of the facility, supervision of all security efforts and up to date on procedures. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Undersheriff and Sheriff.

Supervisory Responsibilities:

No supervisory responsibilities.

Minimum Qualification Standards:

1. Must not have a criminal record and be willing to allow a complete background check.
2. Must complete and pass DPS Law Enforcement Firearms Qualification course twice a year with 80% or higher score, on Academic and Range Testing.
3. Get authorization from the Sheriff or Undersheriff before going on any transports outside of Torrance County.
4. Must be self-motivated to make arrangements for transports to and from other facilities.
5. Must be able to work odd hours and some off duty hours on transports to mental health facilities, transporting prisoners to the emergency room, guarding prisoners while they are in the hospital, etc.
6. Transport County Prisoners to and from any location required by Court Ordered Transport Order and/or Judgment and Sentence Document or any other Court Ordered Transport.
7. Transport Prisoners from anywhere in the USA that have been arrested on a Torrance County Warrant (confer with the Sheriff about the cost of the transport vs. the bond/fine to be paid by the prisoner. Sheriff can confer with Judge reference the same.)
8. Serve Subpoenas, Civil Papers and any other related services (except restraining orders, of any kind) to Torrance County Residents & incarcerated individuals housed at Torrance County Detention Facility.
9. Bailiff during District Court Hearings and Magistrate Court Hearings when required.

10. Must keep up all maintenance and cleaning of all Sheriff's Office vehicle's and other equipment.
11. Keep track of prisoners – know who is in jail, who has court and where, who is sentenced to go to the pen.
12. Communicate with the Sheriff, Undersheriff, Secretary, Judges and Court Staff.
13. Serve Civil Papers
14. Follow all lawful non-law Enforcement orders/tasks given by the Sheriff and/or Undersheriff
15. Maintain a healthy relationship between Torrance County Sheriff's Office and Judicial system through communication and problem solving with all staff members.
16. Abide by all Torrance County Policies and Torrance County Sheriff's Office Standard Operating Procedures.

Education, Certification and Experience:

Must have a high school diploma or GED certificate; a valid New Mexico Driver's License. Must have general knowledge of security management and safety practices; law enforcement investigative techniques; fire and police reporting procedures; first aid methods and techniques; basic computer operations. Must be able to pass a criminal background investigation and a psychological evaluation to be able to carry firearms and a pre-employment drug screen.

Screening with the use of the Rapiscan x-ray machine, stand-up walk through and handheld wand:

1. Knowledge being able to distinguish between items in bags when looking for contraband items.
2. Knowledge in the metal, organic, and inorganic items as they pass through the machine.
3. Knowledge in body language, this plays a key role in the screening process.
4. Knowledge in what personal effects will need to be removed when going through the walk through metal detector.
5. Knowledge in the proper procedure when using the handheld wand.

Giving proper directions to court rooms:

1. Knowledge in reading the court dockets.
2. Knowledge in courtroom rules and dress code.
3. Knowledge of the procedures for domestic violence cases.
4. Knowledge of the procedures for jury trials.
5. Knowledge of the procedures for JQ and other sequestered hearings

Building and Courtroom security

1. Knowledge of the Transport Manual to ensure transporting officers know and follow proper procedure when entering the building and moving to and from courtrooms.
2. Knowledge in courtroom procedures for evacuations when security and control is paramount.
3. Knowledge of the rules for courtroom behavior and procedures.
4. Knowledge on how to control all access points in the building.
5. Knowledge of the building notification system in the event of an emergency.

6. Ability to be alert to surroundings while conducting perimeter check and the items that need to be checked.

Equipment used:

1. Knowledge in computer skills.
2. Knowledge in the electronic security monitoring system.
3. Knowledge in fire alarm system and safety equipment.
4. Knowledge in equipment used inside the courtroom.
5. Knowledge of security devices and control panels.

LANGUAGE SKILLS:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS required:

Must pass the Sheriff's Reserve training, pass a psychological exam; take an oath to receive a Commission Special Deputy Sheriff in order to be authorized to take physical custody and detain persons as directed by District Judge or superior officer.

WORK ENVIRONMENT:

Work is mostly performed under typical office conditions; but, is also frequently performed outdoors under variable weather conditions, including temperatures extremes; the employee is exposed to hazards associated with dust and insects; the noise level in the work environment is quiet in the office and can be loud in the field; work is subject to frequent fluctuations, deadlines and includes customer interaction and can be stressful. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Potential problems may exist rarely in and around courtrooms with individuals who don't react well to stressful situations. The employee is armed with issued department sidearm and less than lethal devices. Receives training and must qualify periodically with both weapons assigned and security equipment provided. The noise level in the work environment is usually quiet to moderate.

Knowledge:

Knowledge of the principles and practices of Courthouse security as per the New Mexico Supreme Court Security guidelines. Knowledge of office, field and safety rules, practices and procedures and enforcement. Knowledge of standard computer software for word processing, spreadsheets and data management.

Ability:

Ability to effectively work with, advise and inform officials and employees. Ability to work with staff to achieve Department and County goals. Able to comprehend, read, write and communicate in English. Ability to become certified with firearms, less than lethal devices and security equipment provided. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Ensures compliance with applicable safety regulations and administrative policies.

Physical Demands:

Must be able to operate a variety of equipment which may include a motor vehicle, computer, calculator, multi line telephone, cell phone and hand and power tools. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. Moderate to strenuous physical effort is required to perform work in the field which may require long periods of time walking and standing; occasionally required to lift more than 50 pounds. During work site visits and inspections, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____