

CITY OF GRANTS
JOB OPENINGS/CURRENT OPPORTUNITIES

Equal Opportunity Employer: The City of Grants provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by State, Federal, or Local Law.

Applications received after deadlines will not be considered, and applications will only be accepted for posted vacancies.

For full job descriptions visit: www.grantsnm.gov/Departments/Human-Resources

- Grants Police Department – Administrative Secretary-Detective/Patrol Division -

The City of Grants is accepting applications for the position of Administrative Secretary – Detective/Patrol Division. Starting salary range is \$16.18 to \$17.39 per hour, DOE with great benefits.

Qualifications include but not limited to the following: High school diploma or equivalent. Must be bondable; must possess or be able to acquire a standard NM driver's license and have and maintain a good driving record. Three (3) years' experience in office administrative support; working knowledge of office procedures and confidentiality is required; knowledge of the community and working in a police or other criminal justice agency experience is preferred.

Applications may be obtained on-line (*preferably*) @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

SENIOR CENTER - Nutrition Technician II

The City of Grants is accepting applications for the positions of Nutrition Technician II, with the Senior Center. Starting Salary range for Technician II is \$14.53 to \$15.95 per hour DOE, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; Level I – Six (6) months experience in a commercial kitchen; Level II – Three (3) years' experience as a cook/chef in a commercial kitchen; Knowledge of nutrition requirements and meal planning; Food handler's permit; Preferred experience in food handling and preparation; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe Ave.

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Executive – Part-time Administrative Assistant –

The City of Grants is accepting applications for the position of Administrative Assistant with the City Manager's Executive Office.

Starting Salary is \$16.56 - \$17.91 per hour (D.O.E and Qualifications), with great benefits.

Qualifications include but not limited to the following: High School diploma, GED or equivalent; Minimum three (3) years' experience in work related to public administration, office management, and/or personnel management, preferred; working knowledge of public service and experience in customer service; must be bondable; must be certifiable as a Notary Public; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe Ave.

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* D.O.E – Dependent on Experience

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- Grants Police Department – Detective/Investigator –

The City of Grants is accepting applications for the position of Detective/Investigator. Starting Salary is \$26.49 – 29.46 per hour DOE and qualifications, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; NMLEA Police certification; three to five (3-5) years Law Enforcement experience; three plus (3) years' experience as criminal investigator; prior hands-on experience with crime scenes analysis and forensic science; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record. (*Visit City of Grants website for a full job description*).

Employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety; able to work under pressure. Position is subject to rigorous background investigation.

Applications may be obtained on-line (*preferably*) @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe

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- Grants Police Department – Police Service Aide –

The City of Grants is accepting applications for the position of Police Service Aide. Starting Salary is \$18.29 per hour, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; Any combination of general education and/or work experience that will enable individual to proficiently communicate and assist the public; must be able to meet entrance standards for the NM Law Enforcement Academy; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record. (*Visit City of Grants website for a full job description*). Employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety; able to work under pressure. Position is subject to rigorous background investigation.

Applications may be obtained on-line (*preferably*) @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe.

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- Grants Police Department – Certified Police Officer –

The City of Grants is accepting applications for the position of Certified Police Officer. Starting Salary is \$28.06 per hour, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; Law Enforcement Academy Certification is required within one (1) year of hire; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record. (*Visit City of Grants website for a full job description*)

Employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety; able to work under pressure. Position is subject to rigorous background investigation.

Applications may be obtained on-line (*preferably*) @ www.grantsnm.gov/Departments/Human-Resources or at City Hall located at 600 W. Santa Fe.

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THE CITY OF GRANTS IS AN EQUAL OPPORTUNITY EMPLOYER.