

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: <https://www.grantsnm.gov/Departments/Human-Resources>

- Grants Police Department – Administrative Secretary-Detective/Patrol Division (FT 4/10's work week schedule)

The City of Grants is accepting applications for the position of Administrative Secretary – Detective/Patrol Division. Starting salary range is \$16.83 per hour, 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*) @ <https://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.

- Grants Fire Department: Firefighter I-II/EMT-B/AEMT/Paramedic or EMT-B/AEMT/Paramedic as assigned –

The City of Grants is accepting applications for the position of Firefighter I-II/EMT-B/AEMT/Paramedic for the Grants Fire Department, EMS certified preferred.

Starting Salary is \$16.00 - \$23.19 (DOE & Certifications); with great benefits.

Qualifications include but not limited to the following: High School diploma or equivalent. Must be able to successfully pass a probationary/initial training period which includes: all in-house training unless on approved leave; and completion of introduction to Firefighting training I-II within one year of employment for no EMS certifications and two years for licensed EMT, AEMT, or Paramedic. Ability to obtain Class E-NM driver's license or greater and have and maintain a good driving record. Passage of criminal background check and pre-employment drug test required.

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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*) @ <https://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.***

* D.O.E – Dependent on Experience

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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**) @ <https://www.grantsnm.gov/Departments/Human-Resources> or at City Hall located at 600 W. Santa Fe.

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