

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Deputy Sheriff

BAND:	GRADE: 11	SUBGRADE:
DEPARTMENT: Sheriff's	ACCOUNTABLE TO: Sergeant	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for serving and protecting the citizens of the County and State by enforcing all local, State and Federal laws. Duties include patrolling the County to protect businesses and residents, performing traffic enforcement, responding to domestic calls responding to emergency situations; performing law enforcement duties in criminal matters and investigations; assisting other departments with civil process duties; providing training to other departments in law enforcement activities.		
DISTINGUISHING CHARACTERISTICS: This classification represents the first level within a four level professional law enforcement series of Deputy Sheriff. This classification represents the journey level in the series in that incumbents are expected to perform the full range of law enforcement functions and duties associated with the classification. This class differs from Investigator due to the lead responsibility that investigators have at crime scenes.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Patrols businesses to protect from burglary or other crimes. Checks doors and window locks, checks unlocked businesses to ensure there has been no criminal activity; decides and determines a course of action if criminal activity is apparent. Documents all incidents and actions in police reports and activity logs.	Daily 25%



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2.	<p>Performs and conducts traffic enforcement responsibilities and tasks:</p> <ul style="list-style-type: none"> • Responds to and controls accident scenes • Investigates accidents and determines cause and decides if arrests are warranted • Writes traffic citations for traffic violations • Determines the need for road closure or traffic diversion • Decides how to handle accidents involving potentially hazardous materials • Documents and prepares all incident reports and activity logs. 	Daily 20%
3.	<p>Responds to all domestic disputes or dispatcher calls for assistance; protects citizens, protects property and individuals, patrols areas under County jurisdiction.</p>	Daily 15%
4.	<p>Responds to emergency medical situations by providing emergency medical treatment and control of the scene. Provides CPR or emergency first aid, if appropriate.</p>	Weekly/ 15%
5.	<p>Conducts and performs investigative duties and responsibilities such as:</p> <ul style="list-style-type: none"> • Interviewing witnesses • Interviewing suspects • Gathers evidence at crime scenes and protects the scene • Arrests perpetrators • Serves on special projects or task forces as delegated • Testifies in court • Prepares investigative reports. 	Weekly 10%
6.	<p>Assists the civil process division by serving warrants, serving civil papers, investigating civil complaints. Serves writs of execution to collect court ordered judgments. Serves orders for protection, summons and complaints, or subpoenas.</p>	Daily 10%



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7.	Attends training and assists in the training of other staff in law enforcement techniques and methods. Assists in the maintenance and inventory of evidence and weapons.	Monthly 5%
8.	Serves as an officer of the court providing court security. Escorts inmates to and from hearings. Interprets and obeys all written orders and directives of the court.	Varies 5%
9.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Computers and computer software;
- Self defensive techniques;
- Forensic interviewing and investigative techniques;
- Sheriff's Department policies and procedures;
- Modern law enforcement techniques, methods, principles and practices;
- Federal, State and local laws and regulations;

Skills (position requirements at entry):

Skill in:

- Investigation techniques and law enforcement methods
- Interpreting and applying local, state and federal laws.
- Driving using pursuit techniques.
- Using firearms and other weapons.
- Using computers and computer software
- Handling stressful situations.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.



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Training and Experience (position requirements at entry):

Associate degree or two-year technical certificate in law enforcement; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- P.O.S.T. licensure;
- Drivers license.

Physical Requirements:

Positions in this class typically require: standing, driving, fingering, grasping, feeling, talking, hearing, seeing, running, lifting, stooping, climbing, reaching, and crawling..

Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noise and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC

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