

Classification Title: Deputy Sheriff

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Performs general duty law enforcement work patrolling on an assigned shift. Performs a variety of law enforcement activities which may include serving warrants and civil papers, patrolling and enforcing laws within assigned areas, investigating crimes and disturbances, collecting and analyzing physical evidence, transporting prisoners, arresting individuals and providing security.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Enforces local, state and federal laws when patrolling an assigned area. Responds to calls and investigates disturbances. Investigates suspicious conditions and complaints and arrests persons who are suspected of violations.
2	M	Serves civil and criminal process papers such as civil summons, magistrate summons, evictions, executions and warrants for arrest, criminal summons and subpoenas and mental health commitment orders. Maintains records of work performed.
3	M	Provides security for the courthouse. Screens citizens as they enter the building. Maintains security in all courtrooms while court is in session and controls any prisoners in custody.
4	M	Patrols neighborhoods, businesses and other properties. Talks to citizens about neighborhood watch programs. Answers general citizen questions.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	No experience required.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license required. Basic Law Enforcement Training certification and completion of field training within one year of employment.

CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Basic
Writing	Intermediate
Managerial	Receives Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, weapons, surveillance equipment, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	X Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment