

Classification Title: Deputy Sheriff (First Class)

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: 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	Three years experience in law enforcement.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Basic Law Enforcement Certification, Firearms certification, CPR certification, and Annual In-service Training for Law Enforcement.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Basic
Writing	Intermediate
Managerial	Receives Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

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