

DEPUTY SHERIFF

SALARY RANGE

\$21.03 - \$22.08 Hourly
\$3,644.83 - \$3,827.08 Monthly
\$43,738.00 - \$45,925.00 Annually

GENERAL STATEMENT OF DUTIES:

This posting for Deputy Sheriff is a "continuous posting." This means that the Human Resources' Office is accepting on-line applications for this position, even though there may not be any openings at this time. Therefore, please do not call or visit the Sheriff's Office to check the status of your application. If an opening occurs and you are selected to continue in the employment process, you will be contacted.

Performs general duty law enforcement work to protect life and property in the County.

An employee in this class performs general law enforcement duties. Work includes patrolling the County during an assigned shift in a vehicle; preventing, detecting and investigating disturbances and crime; serving various civil and criminal papers; responding to calls; apprehending suspects; serving as court bailiff; conducting interstate interdiction, and executing related assignments. Employees must exercise judgement, initiative and calm control when performing duties; more difficult problems are normally carried out under the direction of or in conjunction with a Sergeant assigned to the same shift. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation, discussion and review of reports for adherence to laws, department procedures, and proper judgement.

ESSENTIAL DUTIES AND TASKS:

- Patrols the County in a vehicle, on foot or by other means; serves a variety of civil and criminal papers; responds to calls; examines premises of unoccupied residences or buildings; detects unusual conditions, may maintain surveillance and observation for stolen cars, missing persons, or suspects.
- Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

- Investigates possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks, arrests and processes criminal suspects; presents findings in court.
- Serves warrants and civil and criminal process papers; apprehends and processes criminal suspects and transports to County magistrate and/or County detention facilities.
- Provides courtroom security for judges, the public, and inmates; calls court into session and insures judges' security and other needs are met; performs coordination, seclusion, and other procedures with juries; escorts inmates to and from the courtroom.
- Serves as School Resource Officer providing law enforcement and community relations for school students, faculty and staff; establishes rapport on campus; provides teaching on law enforcement issues; provides student counseling as needed; makes referrals to community agencies.
- Participates in interstate interdiction and enforcement.
- Operates a two-way radio to receive instructions and information from or to report information to headquarters; maintains vehicle, weapons and other equipment in standard working order.
- Transports inmates, mental patients and others to other jurisdictions, medical facilities, other correctional or related facilities.
- Prepares detailed records and reports of activities using prescribed methods.
- Assists other law enforcement and emergency agencies in controlling emergency situations.
- Advises the public on laws and local ordinances; serves papers as needed.
- Operates radar units to detect speed, investigates accidents and performs other traffic control work.
- Additional Job Duties
Assists stranded motorists; gives information and directions to visitors and the general public.
- Performs other related duties as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

- Working knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, serving papers, mental health detention and commitment procedures; pursuit, and arrest.
- Working knowledge of law enforcement principles, practices, methods and equipment.
- Some knowledge of scientific crime detection and criminal identification methods and procedures.
- Working knowledge of the application of information technology to the work.
- Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

DESIRABLE EDUCATION AND EXPERIENCE:

Graduation from high school and completion of basic law enforcement training; possession of a Basic Law Enforcement Certificate preferred; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.
- Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

SPECIAL REQUIREMENT:

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames. May require radar and other certifications.