

Deputy Sheriff

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult advanced protective services work patrolling the County to preserve law and order, investigating crimes and accidents, writing reports, serving legal papers, and related work as apparent or assigned. Work is performed under the limited supervision of the Sergeant, Chief Deputy and Sheriff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Operates patrol vehicle; observes violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints.
- Enforces traffic laws; issues citations for traffic violations; performs radar enforcement, DWI checks, traffic control, motorist assists, etc.
- Serves warrants, summons, subpoenas and civil process papers.
- Makes arrests, forcibly if necessary; transports suspects to the jail.
- Investigates crime and accident scenes; gathers evidence; takes victim and witness statements.
- Operates computer to run checks, criminal histories, missing persons checks, etc.
- Prepares and maintains a variety of records and files and prepares crime, accident and other reports.
- Performs a variety of special tasks and duties such as court security, prisoner transport, or other special assignments as qualified and assigned.
- Ensures vehicle and equipment are in proper working order.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff's Office; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree with coursework in Sociology, Psychology, Criminal Justice, Law Enforcement, or related field, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing and tasting or smelling and occasionally requires stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Peace Officers Standards and Training (POST) License

Emergency Medical Care

CPR

Pursuit Intervention Tactics

Standardized Field Sobriety Testing

Special Weapons and Tactics

Firearms

Federal Emergency Management

BCA Mobile Access

Valid driver's license in the State of Minnesota.