

TITLE: Deputy Sheriff

SD/5

DEPARTMENT: Sheriff's Department, Etowah County

JOB SUMMARY: This position is responsible for enforcing local, state, and federal laws. Persons in this position may be assigned to patrol, security, or Student Resource Officer duties.

MAJOR DUTIES:

- o Carries out court orders; serves civil papers, probate orders, and juvenile orders.
- o Performs preliminary investigations.
- o Serves warrants.
- o Enforces traffic laws.
- o Assists other law enforcement agencies as requested.
- o Assists immigration officials with transportation and special operations.
- o Enforces state and federal laws.
- o Completes incident and offense reports.
- o Patrols the county to prevent crimes.
- o Responds to after-hours emergencies.
- o Responds to criminal and non-criminal incidents.
- o Performs the duties of a School Resource Officer as assigned; schedules safety classes for students; attends school related functions; meets with parents, students, faculty, and administrators; handles all juvenile incidents at schools.
- o Performs the duties of a security officer as assigned; scans packages and bags; screens individuals for weapons; provides courtroom security; transports prisoners.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of investigative techniques.
- o Knowledge of criminal codes and applicable policy manuals.

- o Knowledge of criminal and civil court procedures.
- o Knowledge of modern law enforcement techniques and equipment.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in the use of firearms, radar detection devices, two-way radios, laptop computers, and digital video cameras.
- o Skill in report preparation and records maintenance.
- o Skill in public and interpersonal relations.
- o Skill in the supervision of personnel.
- o Skill in the operation of a vehicle under adverse conditions.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Sergeant - Patrol assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include criminal laws of Alabama, department standard operating procedures, and immigration rules. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related law enforcement duties. Potentially life threatening situations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to enforce local, state, and federal laws. Success in this position results in the enforcement of local, state, and federal laws.

**PERSONAL CONTACTS:** Contacts are typically with judges, lawyers, medical personnel, school officials, officers of the courts, immigration officials, other law enforcement agencies, fire personnel, members of the news media, suspects, witnesses, victims, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; to resolve problems; to provide services; or to motivate, influence, or interrogate persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee must occasionally lift light, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office or outdoors. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. Work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Alabama Peace Officers Standards and Training Commission.