

POSITION DESCRIPTION		Union: Yes	
Class Title: Deputy Sheriff		Job Code: 210	
Department: Sheriff	Location: Shell Lake		Date: Rev 12/28/05

PURPOSE OF POSITION:

Performs general police work to maintain public safety through the enforcement of State, Federal and County laws; does related work as required by the sheriff.

DISTINGUISHING FEATURES OF THIS POSITION:

Employee in this class performs a wide variety of duties connected with law enforcement work. These include investigation, enforcement and the various types of assistance. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff, Chief Deputy and Patrol Sergeant and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned or required.

- Enforces the laws of the county and all pertinent local, state and federal laws;
- Patrols an assigned area of the county enforcing all pertinent laws;
- Investigates accidents;
- Prepare reports and other paperwork in a timely manner;
- Provide first aid to those in need;
- Issue citations and warnings;
- Makes arrests and apprehends suspects;
- Testifies in court;
- Respond to citizens complaints;
- Inspects and maintains issued vehicle and equipment;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Directs traffic.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of law enforcement; good knowledge of laws governing law enforcement; good knowledge of county roads and geography; good first aid skills; ability to establish and maintain an effective working relationship with the general public, co-workers; ability to understand and carry out complex oral and written directions; ability to prepare clear and precise reports; dependable; have good judgment; integrity and tact.

PHYSICAL REQUIREMENTS:

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Ability to operate a variety of office equipment including, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, dictation equipment and photocopiers.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Successful completion of a pre-employment physical including drug/alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: _____
Administrative Coordinator/
Personnel Director

Employee Signature

Date Signed

Supervisor Signature

Effective Date: 11/00

Revision History: 12/28/05