

CORPORAL DEPUTY SHERIFF

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Sheriff

REPORTS TO: Sergeant Deputy Sheriff

CLASS SUMMARY

Serves as lead to Deputies and performs law enforcement activities.

DISTINGUISHING CHARACTERISTICS

The Corporal Deputy Sheriff is the second level of a seven level sheriff series. The Corporal Deputy Sheriff is distinguished from the Deputy Sheriff in that the Corporal Deputy Sheriff serves as the Sergeant in the Sergeant's absence. The Corporal Deputy Sheriff is distinguished from the Sergeant Deputy who has full supervisory authority.

TYPICAL CLASS ESSENTIAL DUTIES

- Serves as lead to staff to include assigning and monitoring work and providing direction.
- Patrols County roads and neighborhoods, responds to emergencies, and renders appropriate aid.
- Responds to reports of criminal activity which includes conducting investigations, serving warrants and summons, making arrests as necessary, and preparing written reports.
- Assists District Attorney with prosecutions by filing appropriate written reports and testifying in court.
- Prepares weekly and monthly work schedules.
- Performs outreach and public relations activities with members of the community to include speaking to school groups and civic organizations.
- Conducts crime and safety awareness programs for County residents and businesses.
- Prepares reports on crime statistics.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Environmental Enforcement:

- Patrols County roads for litter and illegal dumping.

Vehicle Management:

- Allocates vehicles to employees and maintains records on vehicle availability;
- Coordinates vehicle maintenance;
- Maintains stock of uniform supplies and distributes to deputies;
- Creates budget for vehicle fleet and related equipment;
- Interacts with vendors regarding vehicle and equipment purchases;
- Calibrates vehicle radio systems.

School Resources:

- Interacts with school administration officials and teachers regarding crime and safety;
- Serves as resource to students and their parents on crime and safety;

Crime Prevention/DARE:

- Develops and implements drug awareness programs;
- Schedules and leads tours of the Law Enforcement Center;
- Performs security surveys of homes and businesses;
- Conducts safety awareness classes.

CORPORAL DEPUTY SHERIFF**KNOWLEDGE AND SKILLS**

Knowledge of:

- General patrol and law enforcement techniques;
- Applicable federal, state, and local laws.

Skill in:

- Conducting investigations;
- Handling emergency situations;
- Using computers and related software applications;
- Driving a vehicle;
- Using weapons;
- Using self-defense techniques;
- Operating two-way radio equipment;
- Operating basic office equipment;
- Conducting interviews and interrogations;
- Preparing and making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and two years at the Deputy level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Please note assignment is at the discretion of the Sheriff.

LICENSING/CERTIFICATION

- Basic Law Enforcement Certification;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

May be subjected to chemicals, inadequate lighting, intense noises, extreme temperatures, work space restrictions, and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R12/00