

DETECTIVE 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: Varies

CLASS SUMMARY

Investigates criminal activity.

DISTINGUISHING CHARACTERISTICS

The Detective Deputy Sheriff is a stand-alone classification which is distinguished from other classifications by its extensive responsibility for investigating criminal activities within an assigned area.

TYPICAL CLASS ESSENTIAL DUTIES

- Processes crime scene to include interviewing victims, suspects, and witnesses; collecting, preserving, and processing evidence; taking photographs; and documenting facts of the case.
- Gathers intelligence with other detectives or law enforcement agencies regarding possible suspects related to a crime that has been committed.
- Conducts surveillance using various devices, such as cameras and tracking devices, to ensure suspect is positively identified.
- Apprehends suspect(s) and completes necessary processing to include interrogating suspect, if necessary; preparing necessary paperwork; and filing of evidence seized from arrests.
- Issues, obtains, prepares, and executes search and arrest warrants.
- Prepares facts of criminal cases for presentation in court and testifies in criminal trials when necessary.
- Attends various training to include firearms, defensive tactics, and defensive driving, to maintain skills.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- State and Federal laws, including search and seizure laws;
- Applicable computer systems;
- Interview techniques;
- Proper use of force continuum.

Skill in:

- Writing reports;
- Preparing cases for trial in court;
- Defensive tactics;
- Firearms;
- Operation of motor vehicles;
- Collection of evidence;
- 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.

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TRAINING AND EXPERIENCE

High school diploma or General Equivalency Diploma (GED), up to one year of specialized training in criminal investigation and/crime scene processing beyond high school, and two years law enforcement experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid North Carolina Driver's License.
- Basic Law Enforcement Certificate.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, 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.

Incumbents may be subjected to electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E6/00