

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**

Incumbent is responsible for law enforcement within the County.

DISTINGUISHING CHARACTERISTICS

The Deputy Sheriff is the first level of a seven level sheriff series. The Deputy Sheriff is distinguished from the Sheriff Corporal in that the Corporal serves as the Sergeant in the Sergeant's absence.

TYPICAL CLASS ESSENTIAL DUTIES

- 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.
- Performs outreach and public relations activities with members of the community to include speaking to school groups and civic organizations.
- Assists other law enforcement agencies with investigations and emergencies.
- Prepares reports on crime statistics.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Detective/Investigations:

- Collects and processes crime scene evidence;
- Registers convicted sex offenders;
- Performs forensic tests.

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.

Vice/Narcotics:

- Assists with raids on locations of suspected drug activity;
- Assists with seizure of assets obtained illegally.

K-9:

- Feeds and cares for dogs;
- Provides periodic training to dogs.

Custody:

- Processes incoming inmates into custody to include completing paperwork, searching prisoners, obtaining and securing personal property, assigning and escorting inmates to proper holding facilities, and explaining rules and regulations of the detention center.
- Patrols jail areas to maintain order and prevent escape.
- Inspects prisoners and cells to insure cleanliness and sanitation; confiscates contraband.
- Obtains and escorts inmates for visitations and appearances in court; records visits; inspects all items brought to the jail; checks incoming and outgoing mail.
- Delivers and retrieves food carts to and from inmates; delivers personal hygiene, daily living and cleaning supplies.
- Administers medication or calls for medical assistance as needed.
- Transports inmates to and from court and hospitals, as necessary.
- Prepares records and reports on inmates.

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Courts:

- Escorts inmates within courthouse;
- Maintains order within the courtroom.

Civil Department:

- Communicates with civil defendants regarding judgments;
- Arranges payment plans and/or levies on property to satisfy judgments.

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;
- 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); 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; R2/05