HOOD COUNTY JOB DESCRIPTION

Department: Sheriff's Office
Job Title: Justice Center Deputy
Supervisor: Justice Center Sergeant
Pay Grade: Justice Center Deputy I & II
Normal Workweek: 40 hours/Day Shift
FLSA: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. An employee may be requested to perform other duties assigned within the scope of responsibility and requirements of the job.

Definition

Enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform and deputies are typically armed.

Examples of Important Responsibilities and Duties—*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Enforce laws established for the protection of persons and property.
2. Process crime scenes for evidence; prepare cases for prosecution.
3. Respond to emergencies and prioritize dispatched calls on urgency.
4. Prepare and submit offense and incident reports in a legible and timely manner.
5. Conduct follow-up investigations.
6. Serve court papers.
7. Coordinate general law enforcement/security activities of the Justice Center.

Other important duties and responsibilities

1. Shall fulfill the employment standards of this position and comply with county policies, rules and procedures, including those set out in the employee handbook or otherwise communicated, (verbally or in writing), to employees.
2. Shall be able to communicate effectively in English both orally and in writing with supervisor, co-workers and the general public.

3. Shall be able to operate an automobile and hold a current valid Texas driver's license.
4. Shall be able to safely qualify with a firearm as specified by sheriff's office policies and procedures and maintain firearm proficiency.
5. Shall be able to communicate and effectively operate a mobile and handheld radio.
6. Shall be able to demonstrate and operate proficiency with a computer.
7. Shall be able to adequately demonstrate defensive and safe driving techniques as they relate to emergency operation of sheriff's office vehicles.
8. Possess basic first aid knowledge as required by certification.
9. Self-defense tactics.
10. Interview and interrogation techniques.
11. Other duties as assigned.

Qualifications

Knowledge of:

1. Operational characteristics, services and activities of comprehensive law enforcement program.
2. Modern office procedures, methods, computer equipment, and surveillance systems.
3. English usage, spelling, grammar and punctuation.
4. Technical and administrative methods of crime prevention and law enforcement including investigation, identification, patrol, traffic control, records management and care and custody of property.
5. Operational characteristics and use of firearms and other modern sheriff equipment.
6. Functions and objectives of federal, state and other local law enforcement agencies.
7. Pertinent federal, state and local laws, codes and regulations.

Ability to:

1. Maintain mental capacity which allows the capability of:
   - Exercising sound judgement and rational thinking under dangerous circumstances.
   - Evaluate various options and alternatives and choose an appropriate and reasonable course of action.
   - Demonstrate intellectual capabilities during training, field operations and testing processes.
2. Effectively handle a work environment and conditions, which involve.
   - Traveling from site and site.
   - Responding to emergency situations.
   - Working closely with others.
   - Irregular working hours.
   - Exposure to body fluids.

3. Effectively deal with personal danger which may include exposure to:
    - Armed and dangerous persons.
    - Communicable diseases.
    - Hazards of emergency driving.
    - Electrical hazards.
    - Dangerous animals.
    - Hazards associated with traffic control and working in and near traffic.
    - Natural and man-made disasters.
4. Maintain physical condition appropriate to performance of assigned duties and responsibilities which may include the following:
    - Standing or sitting for extended periods of time.
    - Operating assigned office equipment.
    - Have a valid Texas driver's license, and drive an automobile.
    - Subdue violent persons.
    - Make arrests.
    - Walking and running short and long distances.
    - Moving equipment and injured and deceased persons.
    - Analyze problems, identify alternative solutions.
    - Project consequences of proposed actions and implement recommendations in support of goals.
    - Interpret and apply federal, state and local policies, laws and regulations.
    - Meet and deal tactfully and effectively with the public.
    - Respond quickly and calmly in emergencies.
    - Communicate clearly and concisely, both orally and in writing.
    - Establish and maintain effective working relationships with those contacted in the course of work, including county and other government officials, community groups and the general public.
    - Perform essential duties and responsibilities.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- High school diploma or GED.
- Six months or more law enforcement experience.

License or Certificate

- Basic Peace Officer's Certification
- TCOLE certification
- Valid Texas drivers license.

Working Conditions

Environmental Conditions:
This position involves indoor and outdoor conditions.

Physical Conditions:
Shall be in good physical condition to perform physical restraint of multiple individuals at scene. Give foot chase of suspect when applicable.

Equal Opportunity Employer

Hood County is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status including but not limited to an individual's disability, sex, race, color, national origin, or age.