

County Job Description

Job Title: Deputy

Department: Sheriff's Office

September 18, 2020

Reports To: Sheriff

Location: County

FLSA Status: Nonexempt

Approved Date:

SUMMARY

This position requires a Peace Officer Certification through TCOLE and requires thorough work knowledge of law enforcement procedures. The individual has daily contact with the public and is responsible for the preparation of offense reports. Responds to delegation of duties from Sheriff, or Chief Deputy.

SUPERVISION RECEIVED

Works under the general supervision of the Sheriff.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Serve legal papers/arrest warrants.
2. Make needed contact with defendants and complainants; handle and investigate crime and crime scenes, and arrest offenders.
3. Handle commitments to hospitals and institutions.
4. Type letters and affidavits; hold Sheriff's sales.
5. Traffic stops and accident investigations.

Note: 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 and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High school diploma or equivalent is required. The individual should possess a thorough knowledge of law enforcement procedures and practices. A minimum of one (1) year of experience in law enforcement is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Other specialized job requirements include a valid Texas Driver's License and a basic Law Enforcement Certification with the Texas Commission on Law Enforcement (TCOLE). Must be able to meet TCOLE and Department requirements for psychological and medical examinations.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine, reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

