

DEPUTY SHERIFF - 6201

General Definition of Work:

Performs intermediate protective service work in the Sheriff's Department involving an element of personal danger. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Patrolling assigned area; responding to calls for service; investigating crimes; undertaking special assignments; assisting citizens; performing routine duties in the operation of the county jail; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- On an assigned shift, operates a patrol car to observe for violations of laws, suspicious activities or persons and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints.
- Serves warrants, summons, subpoenas, court orders, and makes arrests; testifies in court.
- Serves court orders and civil process papers; performs required follow-up tasks.
- Based on training and level of experience, may be assigned to special duty area such as school resource officer, DARE officer, bailiff, training officer, process server, community police, etc.
- Controls traffic and crowds at fires, EMS responses and crime scenes.
- Assists other law enforcement officers in investigations.
- Transports prisoners and mental patients to facilities throughout the state.
- Acts as dispatcher; receives emergency and non-emergency medical, fire and law enforcement calls; dispatches appropriate emergency services to the scene.
- Assists with criminal investigations by presenting evidence, interviewing victims and witnesses, recording and issuing of evidence in court cases.
- Enforces animal control laws, investigates complaints, captures animals, and assists with animal shelter duties.
- Prepares a variety of detailed reports or activities; keeps necessary files.
- May be assigned to a variety of administrative tasks such as purchasing, time keeping, and related duties.
- Performs work during emergency/disaster situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the county and location of important buildings; general knowledge of the rules and regulations of the Sheriff's Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to establish and maintain effective working relationships with associates; ability to analyze situations and to adopt quick, effective and reasonable courses of action; ability to operate a computer and applicable software applications; ability to attend work regularly; skill in the use of firearms and the operation of a motor vehicle; possession of physical agility and endurance.

Education and Experience:

Requires graduation from high school or a GED.

Physical Requirements:

This is normally medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; some work may require the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession or ability to obtain within one year of employment of Basic Law Enforcement Certificate issued by the State of North Carolina.

Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. May be required to complete Employment Security Commission Aptitude Test and submit to a psychological examination. Polygraph

examination and extensive background review required. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Position is essential as defined by the Inclement Weather Plan. Position may include after-hours work or on-call duty.

HR revised 9/7/2012