



JOB DESCRIPTION

JOB TITLE:	Deputy Sheriff	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	GRADE:	Deputy
REPORTS TO:	Sergeant	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing a variety of public safety and law enforcement services. Performs law enforcement related activities that include technical and administrative functions. May be assigned to detention, court, patrol, or investigation divisions.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

ESSENTIAL FUNCTIONS:

- Conducts policing activities in assigned areas to preserve public peace, discovers and prevents the commission of crimes; enforces criminal laws and ordinances; protects property and preserves life; maintains awareness of criminal activity and dangerous persons; issues warnings and citations; apprehends persons with probable cause.
- Responds to calls for the protection of life and property, which includes emergency responses to quiet and suppress all affrays, riots and insurrections; use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions.
- Investigates criminal complaints; identifies, collects, preserves, processes, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
- Works in partnership with the District Attorney's Office to obtain, file, and serve criminal complaints and warrants for crimes committed under state laws and local ordinances.
- Controls and manages people under the influence of drugs, alcohol, or other potentially hostile situations.
- Establishes and preserves good public relationships; answers general questions concerning local and state laws, procedures, and activities of the agency; make public presentations to promote crime prevention activities and enhance public understanding of law enforcement activities.
- Assists other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may be required to respond to law enforcement related mutual aid assistance requests in areas outside of the county.
- Participates in continuous and assigned training to maintain and/or enhance law enforcement skills to satisfy State and agency requirements.



DEPUTY SHERIFF

ESSENTIAL FUNCTIONS: (continued)

- Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintains and cares for specialized and assigned equipment.
- Contacts, interviews, and interrogates victims, complainants, witnesses, suspects, and others involved in cases and incidents; obtain statements, documents factual and physical evidence.
- Initiates, prepares, and completes a variety of reports and other required legal documents; recommends case disposition with designated agency.
- Reviews and prepares for court presentations; testifies in administrative and court hearings concerning evidence and facts gathered during the investigative process; be present to subpoenaed court during irregular hours.
- Directs traffic movement at special events and during emergency situations under varied environmental extremes; remains at work during stipulated time periods, or responds to incidents that may require additional resources at the scene of the critical law enforcement incidents; assists and provides appropriate first aid.
- When assigned prisoners, maintains care and custody; ensures approved safety and security protocols are established; facilitates appropriate medical care and treatment as required; treats each prisoner with dignity and respect as afforded by constitutional mandates.
- Serves as deputy coroners; provides court security as required.
- May be assigned additional duties, including but not limited to Sheriff's Emergency Response Team (SERT), Crisis Negotiation Team (CNT), School Resource Officer (SRO), Field Training Officer (FTO), canine, traffic, and other approved assignments.
- Performs related duties as required.
- Operates a motor vehicle in a safe and effective manner.
- Uses standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the Sheriff Office's service to its customers by offering suggestions and participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School education/GED; AND:

- Must be 21 years of age at time of hire.
- Must be Citizen of the United States at time of testing for the position.
- Must not have felony or domestic violence convictions.



DEPUTY SHERIFF

QUALIFICATIONS: (continued)

Required Knowledge and Skills

Knowledge of:

- Principles and techniques of public relations and customer service.
- County, state, and federal laws, statutes, ordinances and court decisions related to assigned activities.
- Agency policy, procedures, rules, regulations, mission, vision, values, and goals.
- Principles and practices of effective interview and interrogation techniques.
- Criminal investigation, prisoner management, and modern law enforcement principles, practices and techniques.
- Court procedures to include case development, presentation and testifying.
- Weaponry and associated safety practices.
- Crowd management and law enforcement critical incident techniques.
- Safety, security and first aid policies and procedures.
- County geography.
- Computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Implementing goals, objectives, policies, procedures, and safety standards.
- Interpreting, applying and explaining state laws, local ordinances, and agency regulations and policies.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Crime scene preservation and collection of evidence.
- Operating a vehicle safely and effectively in normal and emergency situations.
- Safe and effective use of firearms, impact weapons and chemical agents.
- Deterring and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



DEPUTY SHERIFF

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

QUALIFICATIONS: (continued)

- Nevada Class C Driver's License.
- Category I Nevada POST Certification for field service assignments.
- Category I or III Nevada POST Certification for detention facility assignments within one (1) year of employment.
- CPR and First Aid certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.