

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Deputy
Department: Sheriff's Office
Revised : January 2016

Class : Protective Service
FLSA : 7K

This job description supersedes any prior description for the Deputy classification.

GENERAL DESCRIPTION

Highly responsible work in law enforcement. Supervision is received from an administrative superior and work is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts investigations of crimes and crime scenes.

Responds to calls for police service, which may include emergencies, natural disasters, and domestic calls.

Serves summons, subpoenas and related legal papers as required.

Patrols a designated area within Rowan County to prevent violations of laws and ordinances and prevent breaches of the peace or offenses against persons and property.

Reviews and is on the lookout for information concerning missing persons, wanted criminals, stolen vehicles or vehicles used in the commission of a criminal offense.

Responds to the orders or assignments of supervisors and helps maintain proper discipline within the Sheriff's Office.

Transports inmates to and from courts and the jail; provides security for inmates, court officials, jurors, witnesses and others.

Maintains a variety of records, prepares a variety of reports.

OTHER JOB FUNCTIONS

Maintains order in the court room, convenes and adjourns court sessions.

Calls witnesses, jurors, plaintiffs, and defendants into court; instructs jurors to jury room and instructs them as to court procedures.

Assists judges, solicitors, and other court officials in preparation for court; records disposition of each case; prepares report on daily activity.

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Ability to effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints, subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in defense.

Ability to prepare investigative and other reports, including sketches using appropriate grammar, symbols and mathematical computations to include filing, alphabetizing, and labeling.

Ability to exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.

Ability to communicate effectively and coherently with other officers and inmates using existing communication systems.

Ability to gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers and to exercise independent judgment by determining when probable cause exists to recommend disciplinary action.

Physical ability to pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, and dragging heavy objects, climbing up to and down from elevated surfaces; climbing through openings, jumping over obstacles; crawling in confined areas; and using bodily force to gain entrance.

Ability to perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.

Ability to conduct visual and audio surveillance for extended periods of time.

Ability to effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.

Ability to demonstrate communication skills in court and other formal settings.

Considerable knowledge of and the ability to detect and collect evidence and substance that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.

Ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.

Physical ability to perform in rescue situations such as accidents, emergencies and disasters; duties may include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.

Ability to read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, and other legal writs.

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Knowledge of crisis intervention functions including counseling, suicide prevention, ability to recognize abnormal behavior and take appropriate action.

Ability to manipulate keys and keyboard, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.

Ability to read computer and camera screens, court, and other legal and non-legal documents, distinguish colors, and exercise full field of vision.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Extensive knowledge of the geography of the County and area to which assigned.

Thorough knowledge of interdepartmental operations and ability to cooperate with such.

Extensive knowledge of and ability to use a variety of firearms.

Ability to maintain confidentially as necessary.

PHYSICAL REQUIREMENTS

Work in this class will include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work also includes use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, completion of Basic Law Enforcement Training (BLET), minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid North Carolina driver's license are required. An Associate's Degree from an accredited college or university is preferred.

**This job description does not create an employment contract,
implied or otherwise.**