

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Master Deputy
Department: Sheriff's Office
Revised : March 2011

Class : Protective Service
FLSA: 7K

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

GENERAL DESCRIPTION

Highly responsible work in law enforcement. Supervision is received from a managerial superior, and may be given to a Deputy. 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.)

Responds to emergency situations and conducts investigations of crimes and crime scenes.

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.

Speaks to various groups and organizations ranging from school age children to senior citizens about drug awareness, safety, crime prevention, and community watch programs.

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

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

Enforces federal, state and local laws as applicable.

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.

Acts as first line supervisor in the absence of the Sergeant; directs other squad members to ensure duties are performed correctly and that rules and policies are followed.

OTHER JOB FUNCTIONS

Acts as training officer occasionally when a new deputy is hired.

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

Performs related duties as required.

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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 self 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 operate a law enforcement vehicle for long periods of time and during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Ability to communicate effectively and coherently with other officers, inmates, and the general public.

Ability to gather information in criminal and administrative investigations and 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 demonstrate communications skills in court and other formal settings.

Considerable knowledge of and the ability to detect and collect evidence and substances 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 put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.

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

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.

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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 obtain a valid North Carolina driver's license; knowledge of, and ability to operate a variety of motor vehicles.

Ability to maintain confidentiality as necessary.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, 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 may include operation of a motor vehicle. Work 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 emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university, possession of Intermediate Law Enforcement Certificate, four years of experience as a full-time criminal justice officer, hold the rank of Deputy II, 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 driver's license are required.

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