

**POWESHIEK COUNTY
JOB DESCRIPTION**

Title: Deputy Sheriff

Department: Sheriff

Date: June 2003

FLSA: Non-Exempt

Reports To: Sheriff

PURPOSE

Within an established chain of command on an assigned shift, enforces federal/state statutes and County ordinances designed to protect life and property within County boundaries; operates motor vehicle during assigned shift to monitor events, situations and occurrences which require appropriate law enforcement action; interacts with all kinds of people in providing information, issuing citations and arrest warrants, mediating disputes and advising of rights and processes; performs related work as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Operates a motor vehicle equipped with two-way radio to patrol assigned areas, observing traffic violations and issuing citations; assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents; prepares required reports; appears in court as a witness in traffic violations and prosecution of cases; questions and records statements of principals and witnesses; photographs and diagrams accident scenes; conducts required tests using intoxilizer and related testing and life saving equipment.

Notes suspicious persons and establishments; inspects locks, windows, lighting, alarms and related facilities/premises for unlawful entry; warns or arrests persons violating specific ordinances; disperses unruly crowds at public gatherings, investigates disturbances of peace, domestic calls and related activity; prepares and files records, facts and information involved for use in criminal or civil legal action.

Directs and re-routes traffic at scenes of accidents, disasters, fires, and weather related problem areas; notifies public works and other departments involved in the location of road hazards, removal of automobiles, placement of signs; and provides road information and assistance to motorists.

Keeps current with all changes and revisions in federal/state mandated laws and operating regulations; attends staff meetings and job related workshops and seminars; maintains necessary firearms and related certifications required of job.

Executes orders of the civil court; reviews contents of orders such as summons, wage garnishments, property seizures and arrest orders; traces individuals and evicts persons from property per court order. Serves civil court orders, seizes property and makes arrests; posts sheriff's sale notices in public places.

Transports prisoners and psychiatric patients in order to comply with court orders by driving and escorting clients to and from court as well as state institutions and/or county jails. Responsible for the custody, welfare and security of prisoners at the county jail performing all jailer duties.

Writes reports in order to fulfill required record keeping by reviewing reports and typing or tape recording.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or GED equivalency and certification by the Iowa Law Enforcement Academy as a Peace Officer. CPR and First Aid training. Valid State of Iowa Motor Vehicle Operator's License.

MINIMUM PHYSICAL AND MENTAL DEMANDS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves occasional activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in providing various program services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and move persons weighing 200 pounds or more when required. Ability to manipulate keys and keyboards, operate levers and buttons requiring force; able to operate fire extinguisher, handcuffs, nightstick, firearms, mace and related equipment.

Cognitive Demands

The individual must have the knowledge of: traffic, civil or criminal laws as specified in the Code of Iowa; arrest procedures as related to traffic and criminal law enforcement; methods for collecting evidence for use in court; methods and procedures for serving notices, summons and civil papers; county roads and landmarks as related to patrolling assigned areas and reporting requirements related to routine record keeping. The ability to: operate a motor vehicle; receive and transmit messages on a two-way radio; make arrests on potentially hostile law violators; respond with courtesy and to remain calm with distraught or upset members of the general public; conduct interviews as related to conducting criminal or accident investigations; handle firearms, handcuffs and nightstick as related to apprehending criminals or suspects; deal appropriately with psychiatric patients or intoxicated persons and performs CPR and basic First Aid.

Language Ability and Interpersonal Communication

Requires ability to make proper decisions and responses in a variety of situations ranging from routine to those that are emotionally charged and potentially very serious. Must be able to deal effectively with all kinds of people, including children, youth, adults, mentally disturbed, either friendly or openly hostile.

Environmental Adaptability

Occupational hazards are those generally associated with the law enforcement profession such as operating a motor vehicle in emergency situations with potential injury or death; dealing with unknown situations and reactions in a variety of environments; use of deadly force when necessary. May be exposed inadvertently or purposely to hazardous materials and/or contagious diseases through performance of assigned duties.

I have read and understand the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of this position, the Employer reserves the management right to revise the functions and duties of the position, or to require that additional or different work tasks be performed as conditions warrant. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment, nor alter my status as an "at-will" employee. I have the right to end my employment at anytime and for any reason, and the Employer has a similar right.

Employee's signature

Date

Department Head

Date

Poweshiek County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the Employee, as conditions warrant.