

JOB TITLE: Deputy Sheriff

SD/14

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for performing law enforcement duties to protect life and property in the county.

MAJOR DUTIES:

- o Patrols the county in a vehicle; serves a variety of civil and criminal papers; responds to calls; examines premises of unoccupied residences or buildings; detects unusual conditions; maintains surveillance and observation for stolen cars, missing persons, and suspects; executes evictions, writes of real property and personal property; serves tax warrants.
- o Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior.
- o Investigates possible crimes through observation, questioning witnesses, and gathering physical evidence; performs investigative tasks; arrests and processes criminal suspects; presents findings in court.
- o Serves warrants; apprehends and processes criminal suspects; transports prisoners to Magistrate or county detention facilities.
- o Provides courtroom security for judges, the public, and inmates.
- o Operates a two-way radio to receive instructions and information or to report information to headquarters; maintains vehicle, weapons, and other equipment.
- o Prepares detailed records and reports of activities.
- o Assists other law enforcement and emergency agencies in controlling emergency situations.
- o Advises the public on laws and local ordinances; serves papers as needed.
- o Assists stranded motorists; gives information and directions to visitors and the general public.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of federal, state, and local laws, criminal and traffic laws, and department policies and procedures.
- o Knowledge of the boundaries and geography of the county.
- o Knowledge of procedures for logging and docketing warrants and civil papers.
- o Knowledge of first-aid and CPR techniques.
- o Knowledge of the criminal justice system and court procedures.
- o Skill in the use of firearms, intoximeters, communications equipment, photographic equipment, and other standard and specialized equipment.
- o Skill in the use of a computer.
- o Skill in gathering information and preparing reports.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Sergeant assigns work in terms of general instructions. Work is spot-checked upon completion for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state criminal statutes and traffic laws, federal laws, county ordinances, department policies and procedures, and court decisions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical law enforcement duties. The number of laws to be enforced and the need to respond to a variety of emergency situations contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to patrol the county to enforce federal, state, and local laws. Successful performance helps ensure the protection of community life and property.

**PERSONAL CONTACTS:** Contacts are typically with the general public, representatives of other public safety agencies, business owners, judges, attorneys, co-workers, suspects, victims,

various court personnel, and law enforcement representatives from federal, state, and local agencies.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, resolve problems, provide services, interrogate persons, and settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to restrain people and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in a vehicle or outside. The employee may be exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.