

CODE: 3335

GRADE: 17

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: DEPUTY SHERIFF I
SHERIFF'S DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs police methods and procedures, including crime prevention, traffic control, investigations, and identification techniques. Work involves enforcing all State criminal and traffic laws pertaining to law enforcement; working motor vehicle accidents; assisting other divisions; answering calls; and serving civil papers and subpoenas. Work may involve serving as a School Resource Officer who is charged to maintain security at the school and as being available as a resource to students, staff, and administration. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Employee must also exercise tact, courtesy and firmness in frequent contact with the general public. Reports to the Deputy Sheriff II or Deputy Sheriff Lieutenant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Executes arrest warrants and mental order affidavits.

Responds to calls for assistance.

Conducts prisoner and mental patient transports.

Processes civil paperwork.

Performs court security.

Conducts the house and business checks.

Monitors traffic for moving violations.

Works the motor vehicle accidents.

Directs traffic.

Answers and responds to calls from the public.

Assists with the other officers.

Escorts funeral details.

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Performs road and/or license checks.

Maintains a professional demeanor.

Ensures the safety to citizens.

Generates the necessary paperwork.

Obtains information, pertinent to identifying crime suspects, interprets and applies the law to field situations.

Explains law procedures to public; operates a patrol vehicle; understands and follows written and oral directions, and maintains accurate records.

Receives, and reviews various records and reports including insurance information, driver's information, criminal justice information, verbal and written statements, visual information, court orders, memos from administration, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including incident and accident report, juvenile complaint, case file, motor vehicle accident reports, traffic citations, arrest and booking reports, lesson plans, and various other records, reports, memos, correspondence, etc.

Refers to Standard Operating Procedures manual, Georgia Code book, Georgia Criminal and Traffic law, law books, computer manuals, publications and reference texts, etc.

Operates a vehicle, firearms, and a variety of equipment and specialized equipment such as a computer, printer, fax machine, copier, calculator, two-way radio, telephone, radar, etc.

Uses blank reports, clerical and computer supplies, firearm, restraining devices, protective devices, various law enforcement equipment, and computer software such as Microsoft Word, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, students, faculty, administration, victims, offenders, other officers, supervisors in other departments, co-workers, other department officers, Dispatchers, and the general public.

May perform the following duties.

Serves as a member of the Special Response Team.

Prepares lesson plans for teaching in-service training.

Serves as a School Resource Officer by ensuring school safety, assisting the administration with discipline, providing legal assistance when requested, and counseling with students as needed.

Serves as a GREAT instructor by maintaining a focused classroom, providing accurate information, and by providing grades to classroom teacher.

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ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with one to two years experience in law enforcement; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required law enforcement courses and certification in Basic Law Enforcement Training; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including firearms, restraint devices, two-way radios, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters, memos and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.