

**HARDIN COUNTY
POSITION DESCRIPTION**

JOB TITLE:	Deputy Sheriff
DEPARTMENT:	Sheriff
FLSA STATUS:	Non-exempt
JOB CODE:	
LOCATION:	Eldora
EFFECTIVE DATE:	10/2008

REPORTING RELATIONSHIPS

Reports to:	Varies with assignment (i.e. Sheriff, Chief Deputy, or Sergeant)
Direct reports	None

GENERAL SUMMARY:

The purpose of this position is to maintain order, enforce laws and ordinances, and protect life and property for the county. Perform combination of following duties: patrol a specific area on foot or in a vehicle; respond to emergencies, direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol a specific area on foot or in a vehicle to detect suspicious behavior or activity, violations of laws and ordinances, observe traffic violations and issue citations or make arrests as appropriate. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.	45%
2. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. Protect crime and traffic accident scenes, conduct interviews, administer sobriety or other tests, record information, photograph measure and diagram crime and traffic accident scenes. Seize and process evidence. Prepare detailed reports of investigative findings.	15%
3. Respond promptly to emergencies and calls for assistance such as traffic accidents, suspicious persons, disturbances of the peace, and domestic calls. Assume control at the scene to maintain order maintain order. Render aid to victims and other persons requiring first aid for physical injuries.	10%
4. Record daily activities, and submit logs and other related reports and paperwork to appropriate authorities.	10%
5. Testify in court to present evidence or act as witness in traffic and criminal cases.	5%
6. Direct and reroute traffic at scenes of accidents, disasters, fires, and weather related problem areas. Notify public works and other department as applicable of road hazard locations, necessary vehicle removal and placement of signs and/or related equipment.	5%
7. Provide road information and assistance to motorists. Serve as an escort for ambulance services, funerals and civic processions.	5%

8. Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend staff meetings and job related workshops and seminars.	5%
9. May perform other duties as assigned.	
TOTAL =	100%

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED.) and with successful completion from an accredited police academy.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Technical: Basic knowledge of computers such as word processing (i.e. Word) and spreadsheet software (i.e. Excel) to enter data and process information. Ability to use the Internet and specialized department software to extract and record data.

Tools/Equipment: Ability to operate a variety of tools and equipment including but not limited to patrol car, portable radio, firearms, camera, tape measure, medical supplies and mechanic's tools.

Mathematical: Basic math such as adding, subtracting, multiplying and dividing.

Interpersonal: Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with little or no supervision. Be reliable, responsible and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality and exercise self-control in emergencies.

Communication: Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to county officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists.

Organizational: Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.

Resource Allocation: Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed.

Safety: Understand and practice safe work habits on the job site.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

Valid driver’s license and the Iowa Law Enforcement Academy (ILEA) Police Officer certification required. Must be certified for weapons. Must possess and maintain CPR and First Aid certification.

Other requirements: Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job related training, workshops, and seminars.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The nature of the work involves exposure to situations and equipment that may be potentially dangerous or hazardous. May be exposed to blood borne pathogens or other infectious or contagious diseases. Exposed to all outside weather conditions. Physical demand requirements such as lifting, carrying or otherwise moving are at levels of those required for heavy physical work. Typically moves about on a regular basis to coordinate work.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee’s Name (please print): _____

Employee’s Signature: _____ Date: _____

Supervisor’ Name (please print): _____

Supervisor’s Signature: _____ Date: _____