

# Sheriff Deputy

Dept/Div: Sheriff/N/A

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs protective service work enforcing laws, patrolling assigned area, investigating criminal activity, serving civil papers, ensuring safety of the public, testifying in court, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Sheriff Sergeant.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

On an assigned shift, operates a patrol car to observe for violations of laws, suspicious activities or persons and disturbances of law and order; examines premises of unoccupied residences or buildings; detects unusual conditions; maintains surveillance and observation for stolen cars, missing persons or suspects.

Responds to calls for assistance, complaints, suspicious activity, domestic disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.

Serves warrants, summons, subpoenas, court orders, and makes arrests; testifies in court.

Prepares reports and other types of correspondence; maintains files and records.

Performs investigations of crimes; interviews victims and witnesses; secures property and evidence; investigates property ownership; documents facts and incidents; coordinates and executes evictions.

Enforces traffic and criminal laws; issues citations for violations; assists motorists.

Transports prisoners and mental patients to facilities throughout the State.

Provides law enforcement assistance to outside agencies as necessary.

Maintains vehicles and equipment in proper working order.

Attends training as necessary to maintain law enforcement certification.

May be assigned collateral duties such as civil process, school resource officer, special response team, investigations, K-9, etc. as qualified.

## Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of County and Department policies and procedures; general knowledge in the use of standard office equipment and associated software; general knowledge in preparing reports and other types of correspondence; general knowledge in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to understand and carry out oral and written instructions; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to communicate effectively in oral and written form; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and moderate experience in law enforcement, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and frequently standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication

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is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Obtain NC BLEET certification within six months of hire.  
Valid driver's license in the State of North Carolina.