

**JASPER COUNTY
JOB DESCRIPTION**

Title:	Deputy Sheriff	Department:	Sheriff
Date:		FLSA:	Non-exempt
		Reports To:	Patrol Sergeant

PURPOSE OF POSITION:

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

ESSENTIAL DUTIES 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 and/ or warnings; assumes control at traffic accidents to maintain traffic flow, assist accident victims and investigate 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 scene; conducts required tests using DataMaster 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 county roads, public works and other departments involved of the location of road hazards, 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 office staff meetings and job related workshops and seminars; maintains necessary firearms and related certifications required of job.

Serves and 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.

Investigates and enforces alcohol violations using current standardized field-sobriety tests, (SFST's), PBT, and DataMaster according to Iowa law.

Investigates and enforces drug violations according to Iowa law and may be subject to assisting narcotics detectives with investigation and apprehension of offenders.

Transports prisoners, mental health patients and supplies in order to comply with court orders by driving and escorting individuals to and from court and state institutions and/or county jails.

Types reports when applicable in order to fulfill required recordkeeping.

Assists other department personnel to meet the operating needs of the department in the jail, communications, or other units as assigned or requested.

MINIMUM TRAINING 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, C.P.R. training, and Driver's License.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements

Work involves occasional activity such as running, walking, standing, bending, stooping, kneeling, laying, 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 lbs or more when required. Ability to manipulate keys, keyboards, operate levers and buttons requiring force. Able to operate fire extinguisher, handcuffs, ASP, Taser, OC spray, Firearms, and related equipment.

Cognitive Demands

The individual must have the knowledge of: traffic, civil, and 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 recordkeeping. The ability to: operate a motor vehicle; receive and transmit messages on a two-way radio, type and operate a computer, 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, ASP, OC Spray, Taser as related to apprehending criminals or suspects; deal appropriately with psychiatric patients or intoxicated persons and perform C.P.R. and basic First Aid.

Language Ability & 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 professions 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.

Employees Signature Date Department Head Date

Jasper 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 and incumbents to discuss potential accommodations with the employer.