

## **JOB DESCRIPTION TELLER COUNTY**

**Job Title:** Deputy Sheriff

**Classification:** Non-exempt

**Department:** Sheriff's Office

**Salary Range:** 26

**Reports to:** Corporal or Sergeant as assigned.

**Job Status:** Full -time

### **SUMMARY OF JOB RESPONSIBILITIES:**

The Deputy Sheriff performs duties related to the enforcement of federal, state and county laws and ordinances, protection of life and property and public assistance. Duties include patrol, investigation, detentions, or special assignments.

**FUNCTIONS/TASKS:** (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position, will receive full consideration toward it.)

#### **ESSENTIAL FUNCTIONS:**

- (1) Enforce all laws of the state of Colorado. Answer service calls and take appropriate action on those calls. Patrol county to detect illegal actions or activity and to insure the security and safety of businesses, homes and other properties within his/her area of responsibility.
- (2) Responsible for the care and security of all prisoners including inmates assigned to the Detention facility who are lawfully in the custody of the Sheriff.
- (3) Maintain order within the detention facility and ensure compliance with facility rules and regulations. Transport inmates when necessary.
- (4) Write traffic summonses.
- (5) Testify in court in adjudication of criminal or traffic arrests.
- (6) Provide assistance to citizens involved in accidents; counsel citizens when appropriate.
- (7) Attend training sessions, classes or schools.
- (8) May act as field training officer for new hires.
- (9) Write and file reports by gathering facts; collect, package and mail (when appropriate) crime scene evidence; write affidavits.

#### **OTHER FUNCTIONS/TASKS:**

- (10) Perform similar duties as assigned.

**Deputy Sheriff** (continued)

**MINIMUM REQUIREMENTS** *(The following requirements are necessary to reasonably ensure the County that the individual selected for this position, with or without accommodation, will be able to perform the essential functions/tasks of the position.)*

- (1) **Skills/Knowledge:**  
Working knowledge, or ability to learn, State and County statutes and ordinances.  
Working knowledge of first aid and medical procedures and practices.  
Working knowledge, or ability to learn, of County geography and surrounding areas including roads, streets, landmarks, buildings and similar features.  
Knowledge of proper law enforcement principles, procedures and practices.  
Knowledge of, or ability to learn, proper procedures and practices commonly encountered in and/or related to a detention facility.  
Skill in the use of law enforcement vehicles, firearms, related law enforcement equipment principles and practices of self-defense.
- (2) **Experience/Education:** High school diploma or GED, and some experience in work involving public contact.
- (3) **Visual Acuity/Hearing/Speaking:** Ability to read and review documents, reports and training materials and to observe activities while on patrol and at crime scenes; ability to discuss situations and make presentations to the public and testify in court; ability to communicate effectively in person, in writing, over a radio and telephone.
- (4) **Physical Effort/Dexterity:** Must be in a physical condition to be able to perform a high level of sustained physical activity; ability to control a suspect/prisoner; ability to operate a computer keyboard; ability to operate various types of computers; ability to safely operate a vehicle.
- (5) **Environmental Factors:** Work is generally sedentary with occasional exposure to temperature change, stress and life threatening situations.
- (6) **Work Schedule/Characteristics:** Work is performed on an 11-hour shift schedule.
- (7) **Special Requirements:** Certified by the State of Colorado as a Police Officer or the ability to become certified within six (6) months from date of hire or transfer from Detentions; possession of a valid Colorado driver's license.

My signature below acknowledges that I have read and understand my job description and the requirements specified within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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