

LEE COUNTY SHERIFFS OFFICE
Job Description

Job Title: DEPUTY SHERIFF

Department: SHERIFF

Reports to: Sheriff or his designee

SUMMARY:

This position requires a Peace Officer Certification through Texas Commission on Law Enforcement (TCOLE) and requires thorough work knowing law enforcement procedures. The individual has daily contact with the public and is responsible for the preparation of office reports. Responds to delegation of duties from the Sheriff or his designee.

SUPERVISION RECEIVED

Works under the general supervision of the Sheriff, Chief Deputy and Captain.

SUPERVISION EXCERCISED

None generally

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including the following:

1. Serve legal papers/arrest warrants.
2. Make needed contacts with defendants and complainants; handle and investigate crime and crime scenes, and arrest offenders.
3. Handle commitments to hospitals and institutions.
4. Type letters and affidavits.
5. Transport inmates.
6. Traffic stops and accident investigation.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

A high school diploma or equivalent if required. Must possess a Peace Officers Certification through TCOLE. The individual should possess a thorough knowledge of enforcement procedures and practices.

CERTIFICATES, LICENSES AND REGISTRATION

Other specialized job requirements include a valid driver's license with good driving record to be insurable with the county's insurance carrier and certification by the Texas Commission on Law Enforcement (TCOLE) as a Peace Officer. Must be able to meet TCOLE, and office requirements for psychological and medical examinations.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS

Ability to read, write and understand the English language. Must be able to write routine reports and correspondence, and have the ability to speak effectively before groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide and calculate percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Must be able to meet TCOLE and Department requirements for psychological, medical and drug examinations. Must be able to write clear and concise reports, maintain complete records as required, provide complete and accurate testimony of past facts and incident, communicate both verbally and in writing professional standards and maintain confidentiality of certain types of information. Possess some typing skills. Ability to establish and maintain effective working relationships with other County employees, Officials, inmates, and its public. Must be able to work under pressure and remain calm in dangerous situations, have the ability to withstand job-related stress and must be able to work in close contact with, and supervise, inmate population.

PHYSICAL DEMANDS

This position requires standing, sitting, kneeling, stooping, lifting, bending, twisting upper body, talking, exposure to outdoor conditions, the ability to take physical control of another person as needed and exposure to stressful situations, computer screens and individuals with risk of illness. While performing the duties of this job, the employee is required to be able to finger, handle or feel objects, tools or controls, talk, hear, taste and smell.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, kneel, stoop, bend, lift, twist upper body, talk and hear, use hands to finger, handle or feel and reach with hands and arms. The employee may be exposed to outdoor conditions, must have the ability to take physical control of another person as needed and sometimes is exposed to stressful situations, computer screens and individuals with risk of illness. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires working rotating shifts, weekends and holidays.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified with possible risk of blood borne pathogens and/or other various hazards that require immunization against such exposure.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This 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. The employee further understands, and accepts, that this position falls under the provision of an "AT WILL" employment, and under no circumstances is this contract for employment.