



**POSITION DESCRIPTION
KOOCHICHING COUNTY**

SECTION I: GENERAL INFORMATION

Position Title: Deputy Sheriff	Department: Sheriff's Office	FLSA Status: Non-Exempt
Date: 10/2010	Job Evaluation Assignment C43 A&B	Immediate Supervisor's Position Title: Chief Deputy

Job Summary:

Under the direction of the Chief Deputy, the Deputy Sheriff is sworn to protect and serve the citizens of Koochiching County by enforcing laws and statutes; conducting investigations; performing search and rescue; patrolling roads, waterways, and trails within the County; detecting and deterring crime; serving court orders, warrants and civil process; responding to accidents, medical emergencies, disputes and complaints. Position may encounter not public data in the course of these duties with access limited to what is necessary to fulfill the duty responsibility.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols areas of the County to enforce all laws and statutes following department procedures and policies. Responds to emergency/non-emergency calls for service and assistance. 35%
2. Investigates civil and criminal crimes. 10%
 - Interviews witnesses;
 - Photographs, dusts for latent prints;
 - Interviews suspects and victims;
 - Collects and logs in evidence;
 - Conducts surveillance;
 - Develops and manages informants;
 - Executes search warrants; and
 - Operates intoxilizers.
3. Responds to medical emergencies; administers first aid, defibrillators, and airways/oxygen, and transporting ambulance personnel in patient movement. Assists fire department personnel within the County in providing on-site assistance and fire investigations. 5%
4. Prepares incident and investigative reports documenting all relevant information regarding the complaint or law enforcement activities/facts including transcribed and recorded statements. Assists in writing state/federal grant applications for department projects, as delegated. 15%
5. Serves warrants, executions and other civil and criminal papers or court orders. Removes persons from their property or children from their homes in the event of neglect/abuse. Takes into custody persons deemed hazardous to themselves or others due to mental health concerns. 15%

6. Responds to traffic accidents and domestic disputes. Mediates disputes; investigates accidents; directs traffic; participates in search and rescue operations; issues citations or makes arrests for violations of traffic law.
7. Operates snowmobiles, ATV's UTV's. boats and patrols trails and waterways enforcing laws, issuing citations or making arrests. Conducts boating safety and snowmobile safety. Assists in maintaining equipment. 5%
8. Testifies in court to present evidence and explain arrest and facts. Transports and/or guards detainees or committed persons to court or other agencies/facilities, as assigned. 5%
9. Performs other duties of a comparable level or type, as required.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Learning and applying police principles, practices, and procedures to the solution of law enforcement problems and situations. • Dealing tactfully but firmly with offenders, suspects, and witnesses. • Communication skills in dealing with and controlling the general public, community groups, business representatives, other county employees or representatives from other law enforcement agencies. • Judgment, discretion and decision making skills in appropriately handling law enforcement situations, emergencies, evidence and scenes. • Learning and applying investigative techniques used in data collection, analysis and preservation. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, other law enforcement agencies, and the public. • Expressing self clearly and concisely, both orally and in writing. • Interpreting and applying laws, policies and procedures appropriately. • Assists in preparing, writing and monitoring grant applications and funding. • Following written and oral instruction and completing tasks in a timely manner. • Using firearms and defensive tactics and law enforcement techniques. • Operation of computers, printers, copiers and fax machines. • Preparing investigative and incident reports.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Associates Degree	
High school diploma or GED.				Major field of study or degree emphasis:	
1 yr post secondary	x	2 yrs post secondary		Law Enforcement, Criminal Justice or closely related area	
3 yrs college		4 yrs college			
1st year graduate level					
2nd year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
				<ul style="list-style-type: none"> • Knowledge of local, state and federal laws, rules, statutes and regulations. • Fundamentals of law enforcement best practices, techniques, methods and procedures. • Fundamentals of civil process procedures. • Fundamentals of investigative methods, techniques and practices including evidence collection, preservation, interviewing techniques, etc. • Knowledge of court system and procedures. • Operation, care and use of law enforcement vehicles and equipment. • Street and highway system, geography of the county, and the location of buildings and areas requiring special enforcement • 1st responder and first aid procedures. 	
Required Work Experience in Addition to Formal Education/Training:					
No prior experience required to gain entry.					
LICENSE/ CERTIFICATION		Identify licenses/certification required:			
		<p>A Valid Minnesota Driver's License or evidence of mobility. Licensed Peace Officer in the State of MN May be required to obtain a variety of certifications after employment.</p>			



HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Driving in extreme weather conditions, working under time pressure constraints and risks associated with potential life threatening situations. Work requires attention to safety procedures, proper law enforcement practices and techniques. Incumbents when performing the functions of this position may be subjected to personal injury, physical violence, chemical skills, blood borne pathogens, natural disasters, working in traffic, public contact involving conflict and risks, and other work activities requiring constant precautions and safety considerations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms				x
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds		x		
up to 100 pounds		x		



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force constantly to move objects.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History: C43 A&B

**Date Board Adopted: 2009/10 Bargaining Unit Contract for DTS Buyout.
October 26, 2010 2010/10-33 Job Study C41 Banding Overridden**