

## **PITT COUNTY JOB DESCRIPTION**

### **JOB TITLE: DEPUTY (BASIC) SHERIFF'S DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs law enforcement work to protect the lives, property and rights of citizens of the county. Work involves serving legal papers, attending court, answering complaint calls and patrolling the county in an official vehicle to deter crime or apprehend violators or suspects. May be assigned as a K-9 handler. Reports to the Sergeant.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Patrols an assigned area of the county; initiates contacts and interacts with citizens in community crime problem solving; inspects troublesome areas and checks security of residential and business establishments; answers complaint calls and investigates crimes and disturbances; interviews witnesses; gathers and labels evidence; interrogates suspects and makes arrests; prepares investigation reports; refers evidence to state Bureau of Investigation as required.

Exercises individual initiative in formulating and executing community patrol techniques in assigned areas of the county.

Operates a two-way radio to receive and send information to Telecommunicators and other deputies; calls for or responds to calls for assistance to disaster or crime scene as necessary.

Serves legal papers such as summons, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrests when necessary.

Appears in court as a witness to give testimony.

Cooperates with law enforcement officers of other governmental units in investigations and arrests.

##### **ADDITIONAL JOB FUNCTIONS**

May be assigned as a K-9 officer including patrolling an assigned area of the county accompanied by canine and/or responding to calls to crime scenes and initiating searches with canine for suspects who have fled scene; utilizes canine to search buildings for suspects or other persons; assists in apprehension of suspects located by canines; utilizes canine to locate and identify narcotics.

Answers inquiries from the general public related to the enforcement of laws and ordinances.

Transports prisoners to and from state correctional facilities, courts, mental and medical facilities.

Protects crime scenes and assists criminal investigator as requested; conducts surveillance of specific areas when assigned.

Utilizes computer equipment in report making, data entry and retrieval.

Identifies, collects and packages evidence, maintaining chain of custody requirements.

Participates in individual and group training activities; may conduct in-service training and/or provide instruction for police academy.

May provide security at sporting events and at other public events where large crowds are anticipated; may provide escorts in funeral processions or for businesses making bank deposits.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school supplemented by training in basic law enforcement; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission.

Possession of a valid North Carolina driver's license.

Certification for Patrol K-9, if assigned.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, firearms, restraint devices, handcuffs, batons, two-way radios, etc. Must be able to operate a motor vehicle. Must be able to exert up to 75 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, forms, correspondence, statutes, ordinances, maps, guidebooks, manuals, permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribes formats. Requires the ability to speak to people with poise, voice control, and confidence.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology, emergency response codes and Dutch for command of canines.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as radios, firearms, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of modern law enforcement practices, procedures and investigation techniques.

General knowledge of county, state and federal laws relative to civil and criminal processes.

General knowledge of locations of streets, roads, highways and the geography and socioeconomic characteristics of the county.

General knowledge of the content and purpose of legal papers and the practices involved in serving them.

General knowledge of the principles and practices of criminal investigation.

Skill in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Knowledge in the service of civil and criminal processes in accordance to county, federal and state laws.

Ability to present court testimony effectively.

Ability to exercise tact and firmness in frequent public contact.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Final Draft Revised 9/07/07