

Deputy Sheriff Trainee

Salary: \$51,545.00 - \$81,468.00 Annually

Location: Greenville - Pitt County, NC

Job Type: Full-Time

Job Number: 676904

Department: Sheriff's Office

Opening Date: 04/17/2025

Closing Date: 5/9/2025 11:59 PM Eastern

#### General Statement or Primary Purpose

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.

#### Duties and Responsibilities or Knowledge, Skills, Abilities

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 Education 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.

This position requires a Pitt County Sheriff's Office Application Packet that must be obtained from and returned to the Pitt County Sheriff's Office (100 New Hope Rd. Greenville, NC 27834).