

## LIBERTY COUNTY JOB DESCRIPTION

POSITION: Deputy Sheriff

DEPARTMENT: Sheriff's Office

ACCOUNTABLE TO: Sheriff or Undersheriff

SUMMARY OF WORK: Performs patrol, law enforcement, public safety, and public assistance duties to protect life and property in Liberty County.

### JOB CHARACTERISTICS:

#### Nature of Work:

This position performs professional and technical duties requiring adherence to safety standards and ability to make immediate life and death decisions. Position works 11 hour shifts which includes holidays, weekends and nights. Position is on-call for emergencies. Position spends hours in patrol and may travel in adverse road conditions; may work in extreme temperatures and inclement weather. Hazards of position include dealing with dangerous people who may possess weapons, dangers of physical assault, vehicle pursuits, dealing with animals, and exposure to body fluids or hazardous wastes. Maintains confidentiality of sensitive information - limited first aid.

#### Personal Contacts:

Daily contact with the public often under stressful circumstances; daily coordination of duties with other officers; frequent contact with other law enforcement agencies and support agencies.

#### Supervision Received:

Supervision from the Sheriff and Undersheriff as need arises.

#### Essential Functions:

Position requires ability to communicate orally and in writing; pursue offenders on foot or in a vehicle; restrain an adult; carry or drag adult weight; qualify with firearms; drive a patrol vehicle; hear distress calls; operate police equipment; maintain accurate records; type and operate office machines, including a computer; prepare reports; testify in court.

### AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Meets all requirements and qualifications of Deputy Sheriff and Law Enforcement Officer as set forth in Montana Codes Annotated
- Conducts Criminal investigations both felony and misdemeanor.
- Investigates all criminal offenses, including but not limited to, homicide, assault, domestic abuse, minor traffic enforcement and animal control

- Takes witness, victim suspect statements and interviews on criminal offenses.
- Serves civil process which includes summons, subpoenas, temporary restraining orders, executions eviction notices, and any other legal court papers.
- Serves arrest warrants for both District Court and Justice Court.
- Does routine patrol work, along with business and house checks. Answers calls for assistance from the public.
- Responds to silent and audio burglar alarms.
- Does speaking engagements, attends meetings, gives tours of the office. Attends various types of schools and training sessions.
- Transports prisoners to and from court, prison, jail, doctor, and other locations
- Collects evidence necessary.
- Does photography work during course of investigations.
- Performs the duties of jail officer as needed; books, admits, releases, or cares for prisoners. Practices and qualifies in firearm proficiency once per year.
- Maintains patrol vehicle in safe and clean condition.
- Responds to accidents and assists first responders as needed. Testifies in court on criminal matters as well as some civil cases.
- Assists other emergency services and law enforcement agencies as needed. Assists with crowd control for large attendance events.
- Prepares numerous reports.
- Deputies may also serve as D.A.R.E. officers, T.A.T.F. Officers, Deputy Coroners, Evidence Officers, Reserve Coordinator, Search and Rescue Coordinator, Crimestopper's Representative, S.A.T.T. Member, on other boards and appointments as required by the Sheriff.
- Performs other duties as required by the Sheriff or state statute.

## JOB REQUIREMENTS

### Knowledge:

This position requires a knowledge of state and county laws, law enforcement procedures, court procedures, patrol techniques, arrest procedures, search and seizure laws; self-defense, interview and interrogation procedures, firearms operation and medical aid.

### Skills:

This position requires skills in operating a computer, typing, public speaking, driving a patrol vehicle, personal defense, security, operating police equipment, providing medical aid, dealing with 1 people in adverse or dangerous situations, and use of firearms.

### Abilities:

This position requires the ability to: show good judgement; work well with a variety of people, remain calm in stressful circumstances; maintain confidentiality; deal effectively in emergency situations perform a variety of duties without supervision; perform physical force measures when necessary; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma.
- Must have current MLEA POST Basic Certification or be able to obtain the certification within one year of hire.
- Must possess a valid state of Montana driver's license.
- Must be at least 20 years of age.
- Must have no felony offense convictions.

### JOB PERFORMANCE STANDARDS:

Evaluation of deputy position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to, the following:

- Performs assigned duties.
- Enforces laws and maintains current knowledge of federal, state, and local laws.
- Competently responds to and effectively handles a variety of complaints in Liberty County.
- Effectively patrols to provide for security life and property.
- Competently serves warrants and other legal documents.
- Provides helpful assistance to the public.
- Promptly and effectively makes arrests when required.

- Capably handles civil process.
- Thoroughly investigates criminal activity.
- Knows and follows departmental policies and procedures.
- Maintains confidentiality of sensitive information.
- Capably performs limited medical procedures if needed.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hour
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.