



JOB DESCRIPTION

Job Title: Deputy Sheriff-South District	Step:
Department: Sheriff	Grade:
Effective Date: 11/20/2015	Safety Sensitive
Revision Date:	FLSA Status: Non-Exempt

San Juan County Sheriff's Office is constantly looking for qualified, motivated, idealistic candidates to maintain the high quality of law enforcement service that the department strives to provide to citizens of San Juan County.

General Purpose

Performs a wide range of professional law enforcement duties intended to secure a safe environment for county citizens and to protect rights as established by federal, state and local laws.

Supervision Received

This position works under the direction of the Field Sergeant.

Supervision Exercised

May provide supervision to the general public and other officers.

Example of Duties

Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances, assists stranded motorists, checks for suspicious vehicles, determines violations and makes arrests.

Investigates auto, aircraft and industrial accidents, conducts searches for lost, missing or drowned persons, assists county coroner concerning death investigations and transportation of bodies, delivers death and other emergency messages, performs investigations of offenders and performs other routine detective duties in the course of eliminating criminal activities.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area, investigates cause of accident and prepares reports on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic disputes, assaults and vandalism, prepares initial crime scene investigation reports, collect evidence and interviews victims and witnesses.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge(s) against him/her).

Serves as an agent of the court in satisfying criminal warrants and writs of execution, civil process service, restitution or attachment, locates persons named in criminal warrants and executes the warrants, provides courtroom testimony as required.

Transport prisoners and mental subjects/patients to and from courts, prison and mental hospitals. Acts as court bailiff and court security as assigned.

May be required to work as a corrections officer and perform related duties as required.

Respond to Search and Rescue calls, providing help, rescue and aid to those that may have misfortune while exploring/venturing in San Juan County.

Assist the State of Utah Medical Examiner in the investigation of automobile accidents, unattended deaths and body recoveries.

Minimum Requirements

- Must be a United States Citizen.
- Must be at least 21 years of age.
- Must have a valid Utah Driver's License by date of hiring.
- Must have a high school diploma or equivalent GED.
- Must demonstrate good moral character as determined by a polygraph/background investigation.
- Must be free from any physical, emotional or mental conditions that might affect adversely the performance of duty as a police officer.
- Shall not have been convicted of a offence involving dishonesty, unlawful sexual conduct, physical violence, and/or domestic violence.
- Shall not have been convicted of the unlawful use, sale or possession of a controlled substance five years prior to application.
- Shall not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary of this or another state.
- Shall not have been convicted of a DUI in the last five years.
- Successful completion of law enforcement officer's certification requirements as established by POST.
- Successful completion of field training and 18 month probationary period.

Knowledge, Skills and Abilities

- Knowledge of traffic code, juvenile code, civil procedures and criminal code.
- Knowledge of specialized law enforcement equipment such as radar, Intoxilyzer and investigative equipment.

- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Knowledge of local, state, and federal laws and law enforcement,
- Knowledge of basic investigation techniques and methods.
- Knowledge of county geography, road systems and boundaries.
- Skilled in the use of grammar, technical writing, basic math, reading and word processing.
- Skilled in the use of firearms and the operation of police vehicles and equipment.
- Skilled in medical treatment and first aid.
- Ability to maintain cooperative working relationships with fellow employees, other agencies, supervisors and those contacted in the course of work activities.
- Ability to defuse or control hostile situations.
- Ability to make rapid and sound decisions and solve problems under pressure.
- Ability to communicate effectively verbally and in writing.
- Ability to coordinate multiple tasks efficiently.
- Ability to enforce laws and ordinances and procedures common to law enforcement.
- Ability to react effectively in emergency and stress situations.
- Ability to perform the physical demands of the job.

Special Qualifications

- Physical fitness test as established by POST.
- Rotating shifts to include: Day, Swing and Graveyard
- Must complete 40 hours of training per year to maintain certification.
- Complete the POST pre – entrance exam. (Peace Officer Selection Test)

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____

