



JOB DESCRIPTION

Position: Deputy Sheriff
Status: Merit/Non-Exempt

Reports to: County Sheriff or designee
Date: April 2007

General Duties:

Performs skilled, complicated, and confidential law enforcement and/or correctional work to protect life and property; enforce Federal, State, and local laws; and detect and apprehend violators. Work is accomplished under the direction of a supervisor, within policy and procedures of Cache County and the Sheriff's Office, but judgment and initiative are frequently exercised. Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.

| Percent of Time: | Essential Functions: |
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| | Responsible for, but not limited to, the following duties and functions: |
| 30% | 1. May guard prisoners/inmates assuming responsibility for all needs of prisoners/inmates during detention or transportation; may function as a patrol deputy interfacing directly with the public on moving violations, domestic issues, crimes committed, and various other citizen concerns; may investigate crimes, interface with victims, serve legal documents, participate in court hearing providing security measures or oral testimony. |
| 25% | 2. Prepares reports, issues memos, and writes correspondence which are both intra and interdepartmental in nature; refers individuals to the proper agencies and provides other types of guidance, etc. |
| 20% | 3. Initiates inquires concerning possible law violations of adults or juveniles; obtains, presents, verifies, and analyzes factual information and other evidence; makes arrests by determining if there is probable cause; identifies the suspect; takes suspect into custody and informs suspect of his civil rights. |
| 10% | 4. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. |
| 15% | 5. Perform other duties as assigned or require. |

Personal Characteristics:

- Must be highly motivated and a self-starter.
- Must have a high level of integrity and honesty, and sustains and up-holds the law.
- Must be able to stay focused on the task while stationed in a busy environment.
- Must be punctual and reliable.
- Must be a team player who enjoys interfacing with people and is non-judgmental of others.
- Must have a positive attitude and willing to accept new responsibilities as required.

Minimum Qualifications:

1. Education and Experience:

- a. High school graduation or equivalent.

2. Special Qualifications:

- a. Certifiable as a Peace Officer and/or Correctional Officer with the State of Utah.
- b. Candidate must be a U.S. Citizen at the time of appointment and must be at least 21 years of age.
- c. Must be able to adapt to rotating schedule that includes day, swing, or grave yard shifts and able to work weekends as required.
- d. Must be able to withstand a thorough background investigation and may not have been convicted of a felony.
- e. Must be able to follow directions; must be able to speak, read, and write the English language; ability to speak, read, and write Spanish is a plus.
- f. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.
- g. Must possess a current valid Utah driver's license.

3. Necessary Knowledge, Skills and Abilities:

- a. This position requires some knowledge of police and/or correctional terminology and practices, and of courtroom procedure and terminology.
- b. This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; and knowledge of Utah motor vehicle rules and regulations.
- c. Ability to: pass medical, written, oral, and physical agility examinations, make rapid and sound decisions under pressure, restrain unruly persons, establish and maintain effective working relationships with supervisors and other employees, other agencies, and the public, follow written and oral instructions, communicate effectively (orally and in writing). Skill in the operation of firearms and other equipment related to investigation, highway and public safety, and corrections.