

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

DEPUTY - LIEUTENANT

JOB GRADE: 16

JOB CODE: 754

Department: Sheriff
Reports To: Chief of Operations
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 377.137-014, 377.263-010

JOB DESCRIPTION

Protect life and property in Marshall County by enforcing laws and ordinances. Conduct patrol activities, respond to calls and provide court security. Prevent, detect and investigate criminal activities and accidents. Serve on special assignments to assist other agencies and as school resource officer.

ESSENTIAL JOB FUNCTIONS

- A. Oversee patrol, communications, and court (as needed) during assigned shift:
1. Review daily reports/paperwork during assigned shift.
 2. Interpret and apply personnel policies, departmental policies, and new laws, etc.
 3. Attend and participate in neighborhood, community, and civic meetings as a representative of Sheriff's Office.
 4. Make presentations to groups as needed to provide information on law enforcement.
 5. Back-up deputies on calls.
 6. Oversee training of new deputies.
 7. Prepare and review performance appraisal and discuss with subordinates.
 8. Counsel employees regarding job performance and document in accordance with established procedures.
 9. Recommend disciplinary action as needed.
 10. Review time and leave reports for assigned staff.
 11. Schedule vacation and time off for employees in division.
- B. Conduct patrol activities in assigned area:
1. Observe vehicles, people, buildings, etc. for any irregularity.
 2. Respond to calls from citizens related to various breaches of law and order.
 3. Communicate with citizens to determine appropriate action regarding breaches of law and order, including domestic and mental health disturbances.
 4. Complete incident/offence report, as needed.
 5. Make arrests as appropriate, and search prisoners for weapons.
 6. Transport individuals arrested to jail for booking.
 7. Provide back-up for other deputies.
 8. Check businesses, and when closed, check back doors, etc.
 9. Participate in special operations, such as seat belt, child passenger safety checks, drug operations, etc., as assigned.
 10. Monitor vehicle traffic on highways and roads within county.
 11. Document all activities of the shift.

ESSENTIAL JOB FUNCTIONS (Continued)**C. Serve civil papers and execute warrants:**

1. Serve civil papers on people, and businesses.
2. Acquire, execute and return warrants and search warrants.
3. Execute writs, including evictions, repossessions, collection of money and lands.
4. Assist with foreclosure sales, including posting notices, auctions and post-sale papers.

D. Transport inmates and juveniles, provide court security, and testify in court, and other activities:

1. Transport inmates and juveniles to and from correctional facilities and court.
2. Provide security to courthouse and courtrooms.
3. Testify in court regarding arrests or other matters.
4. Collect and process evidence.
5. Fingerprint suspects.
6. Transport inmates for medical treatment and take mental patients to hospital.
7. Provide assistance in emergency situations such as natural disasters, explosions, or other emergency situations.
8. Assist citizens in solving problems.
9. Deliver and collect election ballots.
10. Assist investigators in any investigation as needed.
11. Assist coroner in any unattended deaths.
12. Search for missing persons and coordinate rescue operations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Standard Operating Procedures Manual.
- Knowledge of proper use of handcuffs, mace, chemical weapons, firearms, 2-way radio, fingerprint computer, Draeger.
- Knowledge of modern law enforcement practices and procedures.
- Knowledge of federal, state, and county rules, regulations, policies, and laws related to law enforcement
- Knowledge of geography of the county.
- Knowledge of principles of management and supervision.
- Ability to read and comprehend laws, ordinances, policies and procedures and appropriately apply them to work situations.
- Ability to write in order to complete forms and reports.
- Ability to communicate effectively both orally and in writing, including using computer to generate reports.
- Ability to understand oral instructions.
- Ability to deal firmly and courteously with those under custody and the public.
- Ability to analyze situations quickly and objectively and determine proper course of action to be taken.
- Ability to obtain information through interview and interrogation.
- Ability to remain calm in tense or hostile situations.
- Ability to restrain individuals and employ all use of force options.
- Ability to work with a diverse population and other agencies to accomplish departmental goals.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Ability to work independently.
- Ability to take control of situation and obtain compliance from people.
- Skilled in operating automobile under emergency conditions.
- Skilled in communicating with all types of people in a wide variety of situations.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. certificate plus four (4) years of experience as a law enforcement officer and certification as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.