

MARSHALL COUNTY, ALABAMA

Job Description

DEPUTY

Department: Sheriff's Department

Job Code: 750

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Sergeant, Lieutenant, Chief of Operations

JOB SUMMARY

The Deputy protects life and property in Marshall County by enforcing laws and ordinances. Conducts patrol activities, responds to calls, and provides court security. Prevents, detects, and investigates criminal activities and accidents. Serves on special assignments to assist other agencies and as school resource officer.

ESSENTIAL JOB FUNCTIONS

- Conducts patrol activities in assigned area.
- Observes vehicles, people, buildings, etc. for any irregularity.
- Responds to calls from citizens related to various breaches of law and order.
- Communicates with citizens to determine appropriate action regarding breaches of law and order, including domestic and mental health disturbances.
- Completes incident, offence, and arrest reports, as needed.
- Makes arrests as appropriate and searches prisoners for weapons.
- Transports individuals arrested to jail for booking.
- Provides back-up for other deputies.
- Checks businesses, and, when closed, checks back doors, etc.
- Participates in special operations, such as seat belt, child passenger safety checks, drug operations, etc., as assigned.
- Monitors vehicle traffic on highways and roads within County.
- Documents all activities of the shift.
- Serves civil papers on people and businesses.
- Acquires, executes, and returns warrants and search warrants.
- Executes writs, including evictions, repossessions, and collection of money and lands.
- Assists with foreclosure sales, including posting notices, auctions, and post-sale papers.
- Transports inmates and juveniles to and from correctional facilities; civil, criminal and probate court.
- Provides security to courthouse and courtrooms.
- Testifies in court regarding arrests or other matters.
- Fingerprints suspects.
- Transports inmates for medical treatment and take mental patients to hospital.
- Provides assistance in emergency situations, such as natural disasters, explosions, or other emergency situations.
- Assists citizens in solving problems.
- Assists with training classes, as needed.
- Serves as school resource officer, as assigned.
- Investigates unauthorized persons in and around school.
- Facilitate all paperwork to and from civil, criminal and probate court as required or requested.
- Communicates with Department of Human Resources regarding issues of child welfare.

- Assists school personnel in providing guidance to students, as needed.
- Communicates with parents/guardians regarding problems and issues with students in order to advise of problems and formulate solutions.
- Receives information from students regarding criminal activities occurring at school.
- Investigates information and takes appropriate action, including arrests if appropriate.
- Serves as liaison between school and parents.
- Communicates with juvenile probation officers on a variety of matters concerning students.
- Provides security to the school to which assigned.
- Maintains prisoner court docket.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent.

Licenses or Certifications:

- Completion of required training and certified as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission, or ability to obtain within six (6) months of hire.
- Must possess and maintain a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- Minimum age 21 years.

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

PHYSICAL DEMANDS

The work is heavy and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, walking, occasional running, speaking at a level to convey information, talking at a level to exchange ideas, and shouting in order to be heard. Visual acuity at a level to view computer terminal, analyze data, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in environments that may involve crisis situations requiring major decisions involving people, resources, and property. Work is performed in a physically threatening environment that requires making life or death decisions. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.