

Deputy Sheriff



Department: Law Enforcement

GENERAL STATEMENT OF JOB

Performs general law enforcement duties to protect life and property within Ashe County. Work includes responding to calls for service, patrolling assigned areas, enforcing laws, conducting investigations, serving criminal and civil process, and preparing detailed reports and case files. Duties also involve interviewing victims and witnesses, collecting and preserving evidence, assisting with arrests and suspect apprehension, and testifying in court. The employee handles a wide range of incidents including domestic disturbances, emergencies, and criminal offenses, and may transport inmates and individuals for medical or mental health commitments. Work requires sound judgment, effective communication skills, and adherence to established policies and procedures. Works under stressful, high-risk conditions. Reports to assigned Sergeant or Lieutenant.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Answers calls for service in the county of Ashe, patrols all areas of the county, assists the city officers with calls and traffic stops as requested, serves criminal and civil papers, and creates reports for incidents that occurred in the county.
- Interviews witnesses and victims; collects and preserves evidence; assists Detectives with the interrogation and apprehension of suspects; prepares and serves warrants; prepares case files.
- Answers and handles domestic disturbances, suicidal subjects, disputes, home invasions, robberies, theft, armed subjects, fights, welfare checks, etc.
- Arrests subjects that have violated the law and transports incarcerated subjects from the jail to other facilities.
- Transports subjects that have an order for commitment to Ashe Memorial Hospital or mental facilities out of county.
- Maintains accurate and factual records; clearly communicates both written and verbally.
- Testifies in court for cases that the officer witnessed or handled.
- Performs other related work as required.

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED and 0-1 years of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certificates:

- Certification as a law enforcement officer in accordance with the NC Sheriffs Training and Standards Commission
- CPR Certification
- Firearm Certification
- Mental Health Crisis Trainings
- Possession of a valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- Thorough knowledge of modern law enforcement practices and procedures.
- Considerable knowledge of federal, state, and local laws affecting the operation of the department.
- Considerable knowledge of modern equipment, practices, and techniques used in criminal investigative work.
- Considerable knowledge of the geographic and socioeconomic layout of the County.
- Skilled in the use of firearms.
- Ability to detect evidence of law violations, collect substantiating information and present effective testimony in court.
- Ability to exercise independent judgment and discretion and make frequent decisions without reference to higher authority.
- Ability to exercise sound judgment in emergency and routine situations.
- Ability to deal tactfully and firmly with the public.
- Ability to apply interpretations of the law to specific situations.
- Ability to prepare accurate reports of activities.
- Ability to express ideas effectively before large groups.
- Ability to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate a variety of machinery and equipment including handguns, shotguns, two-way radios, motor vehicles, as well as other tools associated with law enforcement. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Work may involve walking, standing, running, and

occasionally physical confrontation. Physical demands requirements are for Medium to Heavy Work.

- Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.
- Requires the ability to read a variety of reports, letters, memos, and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of statistics and statistical inference.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability coordinate hands and eyes rapidly and accurately in using law enforcement equipment.
- Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

FLSA Status: Non-Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.

Equal Opportunity and ADA Employer Statement

The County of Ashe is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by law. The County complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to qualified individuals with disabilities upon request.