

**TAMA COUNTY  
POSITION DESCRIPTION**

**Department:** Sheriff

**Date:** 2/2019

**Position:** Deputy Sheriff

**FSLA Status:** Non-exempt

**Reports to:** Sheriff / Chief Deputy

**GENERAL SUMMARY:**

The purpose of this position is to maintain order, enforce laws and ordinances, and protect life and property for the county. Perform combination of following duties: patrol a specific area on foot or in a vehicle; respond to emergencies, direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned

- Patrol a specific area on foot or in a vehicle to detect suspicious behavior or activity, violations of laws and ordinances, observe traffic violations and issue citations or make arrests as appropriate. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. Protect crime and traffic accident scenes, conduct interviews, administer sobriety or other tests, record information, photograph measure and diagram crime and traffic accident scenes. Seize and process evidence. Prepare detailed reports of investigative finding.
- Respond promptly to emergencies and calls for assistance such as traffic accidents, suspicious persons, disturbances of the peace, and domestic calls. Assume control at the scene to maintain order maintain order. Render aid to victims and other persons requiring first aid for physical injuries.
- Record daily activities, and submit logs and other related reports and paperwork to appropriate authorities.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Direct and reroute traffic at scenes of accidents, disasters, fires, and weather related problem areas. Notify public works and other department as applicable of road hazard locations, necessary vehicle removal and placement of signs and/or related equipment.

- Provide road information and assistance to motorists. Serve as an escort for ambulance services, funerals and civic processions.
- Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend staff meetings and job related workshops and seminars. May perform other duties as assigned.

## **COMPETENCIES REQUIRED**

- Basic knowledge of computers and Microsoft Office suite. Experience in Word and Excel to enter data and process information required.
- Ability to use the Internet and specialized department software to extract and record data.
- Ability to operate a variety of tools and equipment including but not limited to patrol car, portable radio, firearms, camera, tape measure, medical supplies and mechanic's tools.
- Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with little or no supervision. Be reliable, responsible and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality and exercise self-control in emergencies.
- Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to county officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.
- Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists. Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.
- Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed. Understand and practice safe work habits on the job site.

## **CERTIFICATIONS REQUIREMENTS**

- Valid driver's license and the Iowa Law Enforcement Academy (ILEA) Police Officer certification required. Must be certified for weapons. Must possess and maintain CPR and First Aid certification.
- Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job related training, workshops, and seminars.

**MIMINUM QUALIFICATIONS**

- High school diploma or general education degree (GED.) and with successful completion from an accredited police academy or any equivalent education, training experience that demonstrates ability to perform duties of position.

**WORKING CONDITIONS/PHYSICAL REOUIREMENTS**

- The nature of the work involves exposure to situations and equipment that may be potentially dangerous or hazardous. ·May be exposed to blood borne pathogens or other infectious or contagious diseases. Exposed to all outside weather conditions. Physical demand requirements such as lifting, carrying or otherwise moving are at levels of those required for heavy physical work. Typically moves about on a regular basis to coordinate work.

**EMPLOYEE POSITION ACCEPTANCE**

I have thoroughly discussed the education, work experience and special requirements related to this position with the Tama County Sheriff and fully understand what is required in this position. I hereby accept this position and agree to perform the tasks required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date