



JOB DESCRIPTION

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.

Deputy Sheriff

Department: Sheriff's Department

Pay Grade: 12

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to respond to calls for service as needed by the population of Ouray County. This position patrols County roads, state highways and other areas as needed, serves warrants and makes arrests, and conducts preliminary investigations, witness interviews, and evidence gathering.

ESSENTIAL JOB FUNCTIONS

- Patrols assigned areas and answers calls for protection of life and property. Patrols public highways and roadways, business and residential areas; issues warnings or citations for violations.
- Conducts preliminary investigations and interrogates witnesses.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Investigates accidents. Searches files for information.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests. May be assigned to facilitate communications with other law enforcement agencies.
- Prepares detailed reports of all activities and incidents.
- Takes pictures or makes sketches at crime scenes. Lifts latent prints and takes plaster casts at crime scenes. May develop photographs.
- Informs the public and answers inquiries regarding directions, laws, ordinances, complaint procedures and provides other general assistance.
- Keeps firearms and other equipment in good working condition.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.

- May perform staff administrative duties, such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to conduct follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.

MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or general education degree (GED) and 6 months of experience.

Certifications and/or Licenses:

Valid driver's license. First Aid and CPR Certification. Basic Certification.

Knowledge, Skills and Abilities:

- Knowledge of maintenance equipment and procedures.
- Knowledge of police policies and procedures.
- Skilled in word processing 45 words-per-minute.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

This job requires continuous talking or hearing, continuous stooping, kneeling, crouching, or crawling, frequent tasting or smelling, frequent sitting, frequent gripping or feeling with hands; typing/repetitive movement, frequent standing, frequent walking, occasional reaching with hands and arms, and occasional climbing or balancing. Occasionally required to lift 100 or more pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in an indoor environment and may be exposed to outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, poor ventilation, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, potential for violence/physical altercations, and sharp objects/tools.