

# COTTONWOOD COUNTY

## Deputy Sheriff

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, serves and patrols the County on an assigned shift in the enforcement of local, state and federal ordinances and laws to observe, prevent and terminate unlawful activities.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### REPRESENTATIVE DUTIES:

Performs required law enforcement services in compliance with laws, ordinances, rules, regulations, policies and procedures on behalf the County Sheriff's Department.

Patrols roads; performs traffic control; furnishes road and weather conditions.

Responds to calls and complaints regarding suspected criminal activity; apprehends and/or seeks the prosecution of offenders of local, state or federal statutes.

Investigates traffic accidents; writes accident reports; issues traffic violations.

Conducts investigations of wanted or missing persons or property.

Prepares reports on crimes, arrests or incidents; works with prosecuting attorneys; testifies in formal court proceedings.

Processes prisoners; transports prisoners to and from court.

Prepares various records and data for court processing; maintains order in the court room.

Performs special assignments (e.g. HEAT, firearms training and safety instructor, etc.) as required.

Serves civil papers.

Performs other duties as assigned or required.

### KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of law enforcement principles, practices, procedures, purposes, tools, techniques and equipment.
- Knowledge of criminal investigatory practices and methods.
- Knowledge of arrest, rules of evidence and court procedures.
- Knowledge of existing local, state and federal ordinances and laws.
- Knowledge of the road and highway systems, topography, political boundaries and population patterns of the County.
- Ability to effectively use firearms and operate motorized vehicles.
- Ability to apply law enforcement principles, practices and procedures.
- Ability to cope with a variety of crisis and non-crisis situations firmly, tactfully and with respect for the rights of citizens.

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### KNOWLEDGE, ABILITY AND SKILLS:

- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to operate various office equipment.
- Ability to operate a personal computer and various software applications.
- Ability to establish and maintain effective working relationships with co-workers, superiors, external public agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare various reports.
- Ability to assess, analyze, identify and implement solutions to non-routine problems.
- Ability to perform emergency first aid, CPR, rescue and recoveries.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent and two year Criminal Justice degree or any equivalent combination of qualifying education and experience. POST certification. Possession of a valid State of Minnesota driver's license.

**ADDITIONAL REQUIREMENTS:** May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Some exposure to extreme weather conditions. Some exposure to moving equipment and/or machinery. Potential exposure to hazardous chemicals and infectious diseases. Potential exposure to dangerous situations involving hostile citizens. .

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Employee Signature

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.