

**** YOU MUST BE POST CERTIFIED IN GEORGIA FOR THIS POSITION****

TITLE: Deputy Sheriff

MINIMUM SALARY: \$56,382.15

Full-time with 12-hour rotating shifts

MAJOR DUTIES:

- Patrol the County to deter and detect crime, enforce laws, and protect life and property
- Perform business and residential security checks
- Respond to calls for service, including disturbance and crime complaints
- Serve as the first responder to provide aid and assistance to victims of crimes and traffic accidents
- Perform misdemeanor and felony arrests to include completion of booking procedures
- Secure and protect crime scenes, including physical evidence, suspects, victims, and statement collection
- Enforce all traffic laws and issue citations and warnings
- Prepare and submit initial case files in compliance with departmental policies and legal rules
- Render advice on criminal law, civil law, ordinances, and domestic disturbance related issues
- Maintain assigned uniform, vehicle, and equipment following department policies
- Present evidence and testimony in criminal cases
- Assist stranded motorists, direct traffic, transports prisoners, and escorts funerals
- Participate in departmental training programs
- Participate in community relations projects
- Provide support to the Watch Office as assigned, assist visitors and callers, issue warrant numbers, monitor alarm systems

- Maintain courthouse security as assigned, processes citizens through security checks, provide courtroom security, transport juveniles to and from the detention facility
- Serve civil papers as assigned, including levies, evictions, and family violence orders
- Execute arrest warrants as assigned, investigate, process, update, and maintain records, provide secure transport for wanted, mentally ill, and chemically dependent persons
- Serve on Crime Scene Unit as assigned, process crime scene evidence and maintain evidence log, maintain change of custody of evidence, fingerprint individuals, maintain evidence garage and laboratory
- Perform the duties of Field Training Officer as assigned
- Perform the functions of CHAMPS Officer as assigned
- Perform other related duties as assigned

KNOWLEDGE REQUIRED FOR THE POSITION:

- Knowledge of federal, state, and local laws
- Knowledge of the criminal justice system
- Knowledge of departmental rules and regulations
- Knowledge of law enforcement and criminal investigation methods, procedures, and techniques
- Knowledge of county geography, streets, roads, and buildings
- Knowledge of the procedures used in emergency communications
- Skill in the use of firearms
- Ability to prepare clear and comprehensive reports
- Ability to obtain information through interviews, interrogations, and observation
- Ability to operate assigned departmental vehicles and equipment, including firearms

SUPERVISORY CONTROLS:

The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and suitability of the final results.

GUIDELINES:

Guidelines include federal and state constitutions, local laws, the Official Code of Georgia, case law, department rules, regulations, and standard operating procedures. These guidelines require judgment, selection, and interpretation in their application.

COMPLEXITY:

The work consists of related law enforcement duties. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT:

The purpose of this position is to perform law enforcement duties in support of department operations. Success in this position contributes to the enforcement of federal, state, and local laws.

PERSONAL CONTACTS:

Typically contact is with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.

PURPOSE OF CONTACTS:

Typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

PHYSICAL DEMANDS:

Work performance is typically sitting at a desk or table or standing or walking. The employee occasionally lifts light to heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT:

The work is typically performed in an office and outdoors. Exposure to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather may occur. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None.

SPECIAL CERTIFICATIONS AND LICENSES:

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE:

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss accommodations.

HIPAA COMPLIANCE:

The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI); however obtained, handled, learned, heard, or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE:

Following Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. All employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illicit drugs and alcohol abuse. Employees may not work under the influence, possess, distribute or sell illegal drugs in the workplace, or abuse alcohol on the job. A confirmed positive will result in denial of employment or termination.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Georgia POST Certified Peace Officer Certification
- Possession of or ability to obtain a valid Georgia driver's license
- Ability to meet current requirements set forth by the Georgia Police Standards and Training Council