

Oconto County - Job Description

Job Title: Deputy Sheriff
Position #: 20201
Department: Sheriff
Reports To: Lieutenants
FLSA Status: Nonexempt
Pay Classification: WPPA Union Contract
Work Comp Code: 7720
EEO Code: 04-04
Approved Date: 08/05/2014

SUMMARY

Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but not limited to:

Deputies shall promptly investigate all citizen complaints and/ or requests for assistance that may come to their attention. They shall, at all times, protect life and property, preserve the peace, apprehend criminals, prevent crime, recover lost and stolen property, direct traffic when needed and enforce the ordinances of the County of Oconto and the laws of the State of Wisconsin and the United States Constitution. This includes patrolling area on foot, ATV, snowmobile, watercraft or on horseback to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.

Deputies shall make a complete report of all incidents they are involved in to include, statements from witnesses, diagrams, photographs and a detailed narrative, keeping in mind that they may be called to court to testify concerning any case they may have investigated
Deputies shall make a full and complete investigation of all vehicle accidents, the causes of and results of those accidents that may occur in their assigned area during their work shift. Following such investigations, they shall prepare a written report and promptly submit the report to the Lieutenant.

Deputies shall thoroughly familiarize themselves with all roadways in the County, so they will know them by name and location. They shall routinely patrol all federal, state, county and town highways in their assigned area. They shall constantly be on the alert observing everything that takes place within sight or hearing. They shall keep a diligent watch for fires and offenses against persons, property and any hazardous road conditions they may become aware of during their normal tour of duty.

All Deputies are required to serve civil process papers whenever they are called upon to do so.

Deputies shall familiarize themselves with the location and purpose of all traffic signs. If they see them misplaced, broken off or tampered with in any manner, they will immediately notify the proper authorities to have them replaced or repaired.

Deputies shall perform other duties that may be required and/or assigned by the Sheriff, Chief Deputy and/or Lieutenants.

Deputies are responsible for the maintenance and good repair of their assigned police patrol automobile and all county-owned equipment that is issued to them.

Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.

Familiarizes self with assigned area and with persons living in area.

Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.

Locates, searches, detains, and arrests law violators, following recognized police procedures.

Interviews and questions victims, witnesses, and suspects.

Gathers and preserves evidence.

Performs first aid and provides other assistance to accident and other victims.

Issues written citations for State violations, County ordinances and other minor violations.

Inspects public establishments requiring licenses to ensure compliance with rules and regulations.

Operates police communication and computer equipment to obtain, disseminate, and report information.

Attends community meetings to discuss crime prevention activities and crime problems.

Writes detailed incident, investigation, activity, and other reports.

Testifies in court to present evidence by describing conditions, situations, and actions.

Serves subpoenas or other official papers.

Ability to maintain a calm level demeanor while working in an environment that requires a person to prioritize stressful situations and handle several tasks simultaneously.

Works nights, days, weekends and holidays.

Responsible to be aware of, review and to follow the Oconto County Sheriff's Office policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED

Employee receives guidance and oversight on a regular basis, works alone on routine matters.

QUALIFICATIONS

High school diploma or GED plus 60 college credits required within 5 years of employment. Associate's degree (A. A.) in Police Science or related field preferred or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. A DOJ certified or a certifiable Law Enforcement Officer preferred.

United States citizen; minimum age of 19, ability to possess a firearm; no felony convictions and no domestic abuse convictions. Residency required as allowed by law.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Good verbal and written skills along with clear and concise speech.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONFIDENTIALITY

Most Sheriff Department matters are confidential.

CERTIFICATES, LICENSES, REGISTRATIONS

LETSB Certified Police Officer, Valid Driver's License with good driving record, including insurance.

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier. Ability to use all standard law enforcement equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, vision correctable to 20/20. In generally good physical condition. Additional physical demands to include but not limited to; ability to run after a fleeing suspect and jump or climb over objects, ability to physically take a suspect into custody, ability to use force necessary to protect one's own safety and the safety of others, and intermittent movement from sitting, standing, or stopping.

Ability to react quickly and effectively to stressful situations.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works with persons of questionable character. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; blood borne pathogens; and vibration and occasionally works in areas with security measures in place. The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.