

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** DEPUTY SHERIFF

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** SHERIFF

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### **SUMMARY:**

Under the general supervision of the Sheriff, serves and protects the citizenry by maintaining law and order, preventing crime, preserving the peace, controlling traffic, and by making arrests, working a schedule in accordance with the needs of the Sheriff's Office.

### **DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)**

- Responds to and conducts initial felony, misdemeanor, forfeiture, ordinance and accident investigations, interrogates individuals, issues warnings and citations, and conducts arrests when appropriate.
- Dictates and/or prepares detailed reports of arrests and investigations according to department policy.
- Responds to incidents and complaints from citizens, acting as First Responder when necessary.
- Collects and preserves evidence in accordance with appropriate procedures; appears as witness in court, providing clear and accurate testimony.
- Delivers and serves warrants on individuals, transporting individuals to jail as directed by the warrant.
- Provides search and rescue operations, as needed; responds to emergency situations and major disasters.
- Transports prisoners, serves civil process and provides safety escorts on public roadways.
- Performs other related duties, as assigned.

### **SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.

- Ability to apply effective problem-solving techniques such as conflict resolution.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations.
- Considerable knowledge of and ability to explain and enforce federal, state and county laws, ordinances and regulations; knowledge of civil and criminal law.
- Knowledge, skill and ability to appropriately engage the methods and practices employed in the detection and apprehension of criminals.
- Ability to maintain composure and exercise sound judgment, especially in emergency situations.
- Ability and skill in the use of firearms and defense and arrest tactics; demonstrated ability to comply with defined safety regulations.
- Ability to add, subtract, multiply, divide and complete simple mathematical calculations.
- Ability to budget time and schedule work to efficiently complete assigned tasks.
- Ability to meet department standards of physical condition.
- Skill in the use of a Police vehicle, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flash light, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, Defibrillator and CPR mask. May be required to carry and answer an assigned cell phone and be subject to call-out.

**QUALIFICATIONS:**

**EDUCATION:** High school graduate or equivalent with 60 post-high school credits required.

**EXPERIENCE / JOB KNOWLEDGE:** Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities.

At the time of hire, requirements include Wisconsin Law Enforcement Standards Board (LESB) Basic Police Certification with arrest powers. Must qualify annually or as required by LESB Unified Tactical Concepts Must possess and maintain a valid Wisconsin Driver's License with visual acuity correctable to 20/20 Must obtain CPR/AED and TIME certifications within the probationary period and retain those certifications for term of employment in the position.

## **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** About 90% of the time is spent walking, standing, sitting, talking, hearing, using near and far vision and low to medium fingering for typing. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully *Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.* perform the expected duties of the position.

**ENVIRONMENTAL DEMANDS:** Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% may be spent outside in possibly adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

October 2016