

**Moffat County Sheriff's Office
Position Description**

Deputy Sheriff

Department: Patrol
Reports To: Patrol Sergeant
FLSA Status: Non-exempt

Salary Grade:

GRADE	MIN	MID	MAX
28	\$33,848	\$42,310	\$50,772

SUMMARY

Maintains law and order and serves legal processes of courts by performing the following duties:

ESSENTIAL DUTIES AND RESPOSIBILITIES

(Other duties may be assigned)

- Patrols Moffat County to enforce laws, investigate crimes and arrest violators;
- Drives vehicle through assigned area, observing traffic violations and issuing citations;
- Assumes control at traffic accidents to maintain to maintain traffic flow and assists accident victims;
- Investigates illegal or suspicious activities of persons, disturbances and arrests law violators;
- Locates and takes persons into custody on arrest warrants;
- Transports or escorts prisoners between courtrooms, prison and medical facilities;
- Serves subpoenas, court orders and files proper returns;
- Operates radio to deliver instructions to patrol units;
- Searches and assists in locating missing persons or bodies;
- Possesses a knowledge of the daily operation of the Detention Facility and assists Detention Officers;

- Works with other law enforcement agencies, fire departments and EMS services;
- Works closely with other department members;

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities;

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactory;
- Physical Agility Test;
- Oral Board Interview;
- Successfully pass a background investigation;
- Psychological Examination;
- Must also pass the yearly firearm's qualification per the Moffat County Sheriff's Office Policy Manual;
- Must have or obtain an appropriate, valid Colorado driver's license;
- Have no felony or domestic violence convictions;
- Must complete field training probationary period;

EDUCATION AND/OR EXPERIENCE

- Must have High School diploma or GED equivalent;
- Must have or obtain a Colorado Peace Officers Standards and Training Commission Peace Officer Certificate (P.O.S.T.);

MENTAL/MOTOR DEMANDS

- Abilities in addition, subtraction, multiplication and division in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percentage and to draw and interpret bar graphs;

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public;
- Ability to define problems, data collection, establishes 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;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly to talk or hear. The employee frequently is required to sit, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to stand, walk, climb and balance. The employee must regularly lift and or move 25 pounds and occasionally lift and or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance, color, peripheral, depth and ability to adjust focus.

TOOLS AND EQUIPMENT USED

- Vehicle
- Firearms and Impact Weapons
- Computer and Office Equipment (Copier, Calculator, Fax, Telephone, etc.)
- Crime Scene Equipment (cameras, finger print tools, etc.)
- Miscellaneous Weapons
- Traffic Control Devices (radar equipment, cones, etc.)
- Car and Portable Radio
- Handcuffs
- First Aid Equipment
- Bio-Hazard Equipment
- Intoxilyzer Equipment
- Animal Control Devices
- Audio-Visual Equipment

WORK ENVIORNMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- While performing the duties of the job the employee is frequently exposed to moving mechanical parts and outside weather equipment. The employee is occasionally exposed to high precarious places and the noise level in the work environment is usually moderate.

